

Working With Other Volunteers to Make Your Club *Better* and Keep Yourself *Sane!*

Feeling Burned Out? Ready to Quit? Consider Delegating!!

Delegation is:

- ❑ Thoughtfully thinking ahead of time how to share work.
- ❑ Accomplishing results through the effort of others.
- ❑ An art, rather than a science.
- ❑ An interpersonal skill that can be learned.
- ❑ One of the most valuable work skills people can learn.
- ❑ Not just assigning work, but assigning accountability.
- ❑ A long term investment that takes time and energy.
- ❑ A WIN-WIN Activity.

Fears About Delegating:

1. Job won't be done right.
2. Job won't be done at all.
3. Job won't be done my way.
4. Loss of control.
5. Quicker/easier to do it myself.
6. I don't want to do it - why would they.
7. What if they do it better?

Benefits of Delegating:

1. Generate creative solutions to problems.
2. Take advantage of expertise that I may not have.
3. Increase enthusiasm and commitment.
4. Prevent burnout.
5. Extend and enrich programs.
6. Be a role model.
7. Train new leadership.

Effective Delegation:

- Multiplies productivity.
- Involves
 - sound planning,
 - clear communication,
 - belief in others.
- Means explaining the "what" and "why" of a particular problem or job and leaving the "how" to the other person.
- Means delegating problems, not answers; whole jobs, not just pieces.
- Matches the right person to the right job.







If you are an individual with a disability and need an auxiliary aid or service, please enter your required accommodations on Form 300.A-3 and notify your County Extension Office.

Identify Your Volunteers

Who has the expertise
to help you?

Who is willing to
help you?

Willing	Unwilling	
		Able
		Unable

What do you do with everyone else?

Willing & Able: These are the volunteers we all love! They want to help and they possess the skills to get it done!

Able but Unwilling: These are those highly organized, talented people who refuse to be a part of the group or volunteer their time.

Willing but Unable: These people are always there and want to help however they can, but they do not always have the capacity to carryout the task.

Unwilling & Unable: These people not only can't do it, they don't want to.

With any of the above types- delegation can work. It is a matter of finding the right job, the right buy-in and the right time!