

# Management Skills Axelator Beyond Delegation

6 Ways the Best Managers Focus  
on What is Most Important

## 1 Delete



Delete unnecessary tasks that do not add value to the final team objective

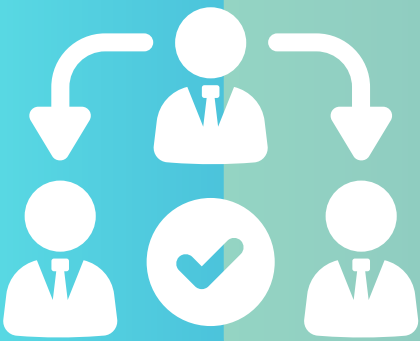
## 2 Decline

Do not accept too much work or the wrong type of work

Decline meeting invitations where you are not essential



## 3 Delegate



Delegate tasks to subordinates. Spend time coaching so that their work can be trusted and the need for review reduced

## 4 Downsize

Change the scope of the task or reduce the frequency/duration (e.g., meetings)



## 5 Do smarter



Reconsider the objective of each particular task and meeting and check if it is being done in the most time efficient manner

## 6 Defer

Defer tasks and meetings that are not urgent

