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# Secrets of Motivation and Delegating Authority

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## I. Personal Survey: (True or False)

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|----|---|---|---|
| A. | I cannot trust others to be responsible                 | T | F |
| B. | I am afraid of losing control and results               | T | F |
| C. | The person at the top has all the answers               | T | F |
| D. | It is easier and faster to just do it yourself          | T | F |
| E. | Delegation diminishes your prestige and authority       | T | F |
| F. | I don't want to be left out of recognition for success  | T | F |
| G. | Other people are just too busy to take responsibilities | T | F |
| H. | No one sees the big picture like I do                   | T | F |

## II. Delegation and Leadership

- A. \_\_\_\_\_ is the process of getting things done through \_\_\_\_\_.
- B. This requires leaders to have skills in \_\_\_\_\_. These skills include:
1. The ability to \_\_\_\_\_.
  2. A need to \_\_\_\_\_.
  3. The provision of continuous \_\_\_\_\_.
  4. Effective \_\_\_\_\_ techniques and tactics.
  5. A clear and defined \_\_\_\_\_.
- C. When delegating, you have to be willing to \_\_\_\_\_ and let \_\_\_\_\_ do their \_\_\_\_\_.

**III. Tips to motivating others**

- A. Identify the \_\_\_\_\_ and what you are trying to \_\_\_\_\_.
- B. Determine \_\_\_\_\_ you want to motivate.
- C. Find that person's \_\_\_\_\_.
- D. \_\_\_\_\_ that person for \_\_\_\_\_ you want. Never fear \_\_\_\_\_!

**IV. Delegating \_\_\_\_\_ != \_\_\_\_\_ !!**

- A. I cannot trust others to be responsible: How can they \_\_\_\_\_ you?
- B. You will lose control: Let others \_\_\_\_\_ you.
- C. The person at the top has all the answers: Ask for \_\_\_\_\_ from others.
- D. It is easier and faster to just do it yourself: But, will it be \_\_\_\_\_.
- E. Delegation diminishes your prestige: It will \_\_\_\_\_ it!
- F. Others will receive recognition: As the leader, \_\_\_\_\_ will, too.
- G. Delegation is impossible, everyone's too busy: People can make \_\_\_\_\_ for anything that want to.
- H. No one sees the big picture like you do: Share your \_\_\_\_\_.

**V. Keys to Motivation**

- A. Make sure the job is clearly \_\_\_\_\_.
- B. Expectations must be \_\_\_\_\_ and within an established \_\_\_\_\_.
- C. Ensure that the person has the \_\_\_\_\_ and \_\_\_\_\_ to do the job.
- D. See to it that the person is \_\_\_\_\_ to accomplish the task.
- E. Provide adequate and on-going \_\_\_\_\_.
- F. Give \_\_\_\_\_ that are clear and meet the needs of the person.
- G. Make sure \_\_\_\_\_ to do the job are available.
- H. The \_\_\_\_\_ must be satisfying to do.