



## Delegating Work (HBR 20-Minute Manager Series)

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You know you need to delegate some of your work so that you have time to focus on the things that require your expertise. But it's not easy to do. ***Delegating Work*** quickly walks you through the fundamentals of:

- Establishing a productive environment
- Assigning the right work to the right people
- Conducting an effective hand-off meeting
- Monitoring without micromanaging

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