

# The Earley Examiner

*A Letter from Chris Earley*

July 2021

## **Delegate, Delegate, Delegate**

“In most organizations, the bottleneck is at the top of the bottle.” – Peter Drucker

**If someone else can do something 70% as good as you can, delegate it.** As lawyers, we tend to try to handle everything ourselves. It gives us a sense of control. The old adage “If you want something done right, do it yourself” is something I can certainly relate to. I found though that I was doing way too much and realized that trying to handle 17 things at the same time was probably not good for my productivity, or my sanity. I was getting overwhelmed and running in place. That was a huge disservice to my staff, my clients, and most importantly, myself. Something needed to change if I wanted to move forward and have a more enjoyable and rewarding practice. It became evident that delegation was necessary.

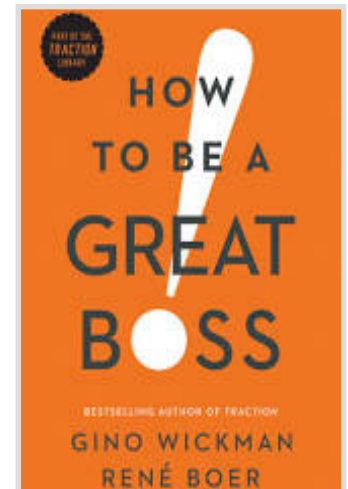
Once I started delegating, I soon discovered that it was a total game-changer. It was becoming obvious to me that my practice was growing the more and more I delegated. A subtle yet powerful mind shift had occurred and it was liberating and transformative. The bottleneck at my office was me and I was finally getting out of the way.

You should not be doing \$ 20.00/hour tasks, or even \$ 100.00/hour tasks if you can leverage your time better with higher value work. Get the monkey off your back and delegate those tasks to someone else. After all, your professional advancement will move forward at the rate at which you can delegate. Moreover, your support staff wants to do these tasks for you.

Therefore, commit to set yourself, and your staff free by delegating (or delegating more than you are already delegating). Your staff is probably better at doing those tasks anyway (even if they won't tell you so), so step out of their way. If you are a solo, consider hiring a virtual assistant you can delegate to.

## **This Month's Book Recommendation**

Becoming a better leader for my team is something I am always trying to improve on. *How To Be A Great Boss* is a really good book that is chockfull of helpful insights on how to effectively lead a team and be a better boss. The biggest lesson I took away was the importance of doing quarterly conversations, as opposed to the dreaded and uncomfortable “review.” Check it out.



## **Thank You For Your Referrals!**

Referrals are the lifeblood of my practice. Your trust in us to handle your referral is incredibly appreciated not only by myself, but by my entire team. I want to say thank you so very much to the following attorneys for your recent referral:

- Emmanuel G.
- Janeth M.
- Luigi P.
- Mary Ellen O.

If you are not already receiving referrals from my office, we need to change that. Email me and put in the subject line “Send me some damn cases!”

## **Quote of the Month**

“Difficulties strengthen the mind, as labor does the body.”

- Seneca