


# DON'T DO. DELEGATE!

 "A very helpful, thorough, down-to-earth analysis of one of the most valuable tasks a manager can learn—effective delegation."

David W. Ewing—*Managing Editor*  
Harvard Business Review

 THE SECRET POWER OF SUCCESSFUL  
MANAGERS

JAMES M. JENKS & JOHN M. KELLY

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DELEGATE!**

**James M. Jenks  
& John M. Kelly**

BALLANTINE BOOKS • NEW YORK

# MASTER THE ART OF DELEGATION

...and you will master the business of time—the time to think, the time to plan, the time to accomplish more in your job and in your career. **DON'T DO. DELEGATE!**

It will give you the foresight and the flexibility to multiply productivity, improve morale, and achieve solid results without putting in long, counterproductive hours. It will give you the power to manage your job and keep your job from managing you. Here are the secrets that have put top executives on the top—and that can put you on the fast track to success.

## Learn how to:

- Know exactly what and when to delegate, and how to target the best people for the job.
- Make sure the job gets done right, gets done on schedule, and gets done hassle-free.
- Motivate subordinates, convey trust, and inspire loyalty.

## PLUS

- Comprehensive evaluation worksheets to help you monitor and control the tasks you delegate.

## FEATURING

- A 56-point checklist to help you pinpoint trouble and correct it on the spot.

**"PROGRESS-MINDED CORPORATE TYPES  
ARE SURE TO FIND A LOT HERE TO MULL OVER."**

*Publishers Weekly*

