

The Secret to Successful Delegating

Choose a task that is recurring, i.e. a task that has to be done every week or every month or every quarter, such as ordering food, ordering paper products and cleaning supplies, ordering art supplies, ordering office supplies, etc. You can make a foolproof ordering *worksheet* for each of these that will enable you to delegate any or all of these tasks to whoever has extra time on any given day. Or maybe you want to make one or all of these tasks a part of your Cook's regular duties. These simple "ordering worksheets" will enable anyone to complete the task with little or no input from you!

Close your door. Focus on the order and list the steps required to complete the task. List them in order. (Hint: This is easily accomplished if you do it the next time you have to complete the task. It will slow you down a little, but it will save you much more time in the future because you'll be able to delegate the task to almost anyone on your staff!)

Make a chart like this one and fill it in with the required information. Notice that when the chart is complete, it can be faxed as is to the appropriate vendor. You may want to contact (or have someone contact) your rep with each vendor to let them know that this is how you will be making all future orders and ask for their input. Your form should include:

- Names of items exactly as listed on the box, bottle or case.
- Item number. (This is the number or code the vendor uses for the item.)
- How many of each item do you usually like to keep on hand. This is usually a few more than your center actually consumes each month so that you never run out or have to make urgent and expensive substitutions or trips to a store.
- The Vendor information: name of company, phone number, fax number, rep name.
- Your Center's info: name of Center, phone number, name of contact person.
- Instructions for the person completing the form such as asking if they need to order extra supplies for holidays or pageants, etc.
- Any hints or extra information can be included as we did in red in the example. Notice that the boxes that contain information the vendor needs to fulfill are heavily outlined and *not shaded*.

Now, just hand a copy to the next person with some extra time on her hands when it is time to make the order. She completes the worksheet. Faxes it to the vendor per the information printed at the top of the form. Prints a fax report as proof that the fax went through. Staples it to the form and returns it to your In Box. Done! It's that simple! This method can be used for art supplies, paper products, cleaning products, and office supplies. Next month we'll show you how to make an absolutely fail proof order form for food items.

date: _____		TO: Vendor Name		
FROM: Your Center Name		address		
address		phone		
phone		FAX #		
contact person: _____		Attention:		
Before you begin, please ask the Director if there are any holidays or school events for which we need to order extra supplies such as orange and black paper and paint for Halloween, or red and green and white for Christmas or supplies for Open House or pageants, etc. Also, please be sure to print a FAX report and staple it to this order when done. Thanks for your help!				
Name of product	Item #	A Number we like to have on hand:	B How many do we have?	C A - B = C So, this is how many we need:
construction paper red	RD100PACON	10 pkgs	3	7
construction paper black	BLK100PACON	10 pkgs	7	3
construction paper blue	BLU100PACON	10 pkgs	4	6
construction paper pink	PK100PACON	10 pkgs	8	2
construction paper orange	ORH100PACON	10 pkgs	5	5
construction paper yellow	YLW100PACON	10 pkgs	4	6
construction paper dark blue	DKBLU100PACON	10 pkgs	5	5
construction paper light blue	LTBLU100PACON	10 pkgs	7	3
construction paper brown	BRWN100PACON	10 pkgs	8	2
construction paper green	GRN100PACON	10 pkgs	4	6
construction paper white	WH100PACON	10 pkgs	8	2
construction paper purple	PPL100PACON	10 pkgs	5	5
Elmer's School Glue gallon jug	ELM/RGAL	6 gallons	2	4
tempera paint red gallon jug	TMPRAGALRD	3 gallons	1	2
tempera paint black	TMPRAGALBLK	3 gallons	2	1
tempera paint blue	TMPRAGALBLU	3 gallons	1	2
tempera paint pink	TMPRAGALPK	3 gallons	3	0
tempera paint orange	TMPRAGALORH	3 gallons	1	2
tempera paint yellow	TMPRAGALYLW	3 gallons	1	2