

# Delegate to Keep the Project Moving

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Did you know that remembering to follow up with someone interrupts *twice*? It interrupts *you* when you think of it and interrupts *someone else* when you remind them.

- Agree on the due date AND check-in dates. (Check in weekly between now and when the project is due.)
- Add an appointment to your calendar with the specific deliverable(s) you're expecting... from each person, by when.
- To create a reminder when you're away from your desk and you delegate a task (part of a project or the whole project):
  - send yourself an email;
  - leave yourself a voicemail; and/or
  - use a voice-to-text transcription service.