

Four Simple Tips to Lighten Your Load

Are you always taking it upon yourself to do everything? Then it is time to pass the torch and share the responsibilities with others around you. If there is something that you are avoiding to complete, have someone else help you with the task.

<http://www.lhj.com/relationships/work/worklife-balance/how-to-delegate-time-consuming-chores/>

Ladies Home Journal

How to Delegate Time-Consuming Chores

Do you think that if you want something done right, you have to do it yourself? That's not necessarily the case if you learn to delegate a task efficiently. Here's how to lighten your load:

- **Target the task that fills the frustration index.**
Remember, there's clock time and there's emotional or thought time. Paying bills may not actually eat up many minutes, but if you dread the prospect and cry at the results, this should be the chore that gets chucked.
- **Know that doing it right doesn't have to mean doing it yourself.**
"In order to delegate, you need to let go of any 'Things must be perfect' ideas you might have and embrace instead the thought that 'Things must get done,'" says Stephanie Culp, author of *Streamlining Your Life*.
- **Don't let your budget get in the way.**
Look for high-school students or senior citizens who might want to do light housework, yard work, baby-sitting, bookkeeping, paperwork, or errands for a reasonable amount of money.
- **Use the buddy system.**
"Ask a friend to exchange services with you," says Culp. "If you are great at wrapping gifts at holiday time and she is great at baking, you can wrap and she can bake."