

DELEGATION: EMPOWERING WOMEN EXECUTIVES TO FOCUS ON WHAT MATTERS MOST



Delegation: **Empowering Women Executives to Focus on What Matters Most**

As an executive, one of the biggest challenges I've faced is mastering the art of delegation. Over the years, I've learned that it's not about simply passing on tasks, but about building a partnership that allows both parties to thrive. A perfect example of this is my relationship with Jim, my executive assistant. Jim has been instrumental in helping me stay focused on the 20% of tasks that yield 80% of the results. But the journey to this point hasn't been simple and it's one I'm excited to share with you, because I believe many of us as women executives have struggled with this



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balance.

Part 1: Belinda's Point of view

The Beginning: Trusting the Process

When I first started delegating tasks to Jim, it wasn't as seamless as I hoped. I found myself clinging to control, worrying whether things would be done exactly the way I wanted. This instinct came from a deep-seated fear: what if something went wrong? What if I lost sight of the bigger picture? But as I began to trust Jim more, I realized that delegation wasn't just about offloading work; it was about creating a space for both of us to grow.

I'd like to pause here and invite you to reflect on your own experiences with delegation. How did it feel when you first started trusting someone else with your tasks? What were your initial fears, and how did you address them? Trust, I've come to understand, is the foundation of effective delegation. It allows us to let go of micromanagement and focus on the bigger strategic picture.

The Turning Point: Letting Go and Elevating Energy

As I allowed Jim more responsibility, something amazing happened. I began to feel my energy shift. Instead of being bogged down in the details, I was able to focus on the higher-level goals that truly aligned with my expertise and vision. The

process of delegation wasn't just freeing up my time; it was elevating my energy.

In terms of the Energy Leadership Framework, delegation translated into moving my energy from Level 3 (Responsibility), where I felt compelled to manage everything myself, to Level 5 (Reconciliation). At this level, I wasn't just delegating; I was embracing a partnership. I could see the challenges and the opportunities in a new light, and I started thinking more creatively about how we could achieve our goals together. Jim and I became a high-performing team, focused not just on completing tasks, but on innovating and growing.

But this shift didn't come without its challenges. Sometimes I would slip back into Level 3 energy, feeling overwhelmed and tempted to take control. It was a reminder that trust and delegation are practices—habits that we have to consistently nurture. What about you? Do you ever feel yourself slipping back into that responsibility energy when delegating? What helps you stay in that higher, more creative space?

A New Dynamic: Adult-to-Adult Relationships

This partnership also became an example of how Transactional Analysis (TA) works in practice. Initially, my ego state with Jim might have been more aligned with the



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Parent role where I was offering instructions and overseeing every detail. But as trust grew, I moved into a more Adult-to-Adult dynamic. This shift was crucial in creating a collaborative environment where feedback flowed freely, and both of us could discuss ideas and align our goals.

Through this Adult-to-Adult relationship, we were able to move away from the Be Perfect blocker, which often pushes us to micromanage, and instead focus on creating a shared space of accountability and growth. Jim wasn't just executing tasks; I was empowering her to bring her expertise and input into the process.

The Struggles: A Personal Reflection

While delegation has become a powerful tool for me, it hasn't been without its struggles. Even now, I sometimes find myself resisting the urge to micromanage. It's an area I continue to work on. But every time I take that step back and trust Jim more, I realize how essential it is to focus on what truly matters: my core expertise and vision.

What's one area of delegation where you've found it difficult to let go? How do you balance your desire for perfection with the need to trust others? Sharing these experiences can help us all grow and become better leaders.

The Power of Delegation and Trust

Delegation, when done right, is a powerful tool for any woman executive. It's about trusting others, sharing responsibility, and, most importantly, focusing on what truly matters. Through my collaboration with Jim, I've learned how essential it is to elevate my energy and embrace trust. It's a work in progress, but it's one that continually helps me move closer to my vision of a regret-free, fulfilled life.

Now, I'd love to hear from you. How have you navigated delegation in your own career? What challenges have you faced, and what qualities have you had to develop to allow yourself to trust others? Let's continue the conversation and learn from one another, as we empower ourselves and each other to lead with purpose, passion, and impact.

Part 2: Jim's Point of view

Being an Executive Assistant goes beyond managing schedules--it's about supporting a leader's vision by ensuring the details are taken care of through trust and communication. One of the most fulfilling parts of my role is working with leaders like Belinda, where I handle the operational side of things, allowing her to focus on bigger-picture goals. Delegation, at its best, is a mutual process where trust is key--it means being able to execute tasks, anticipate needs, and solve



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problems, all while keeping priorities aligned. Our collaboration helps Belinda stay focused on what matters, while I manage the details, creating space for her to lead effectively. In a fast-paced professional world, I believe every executive deserves the freedom to focus on

what matters most. And as an Executive Assistant, I'm proud to be the person who helps make that possible.

The Beginning: Trusting the Process

When I first started working with Belinda, I could tell letting go of control wasn't easy for her, but I didn't take it personally--it's a natural part of building a new working relationship. I knew my role wasn't just to complete tasks but to earn her trust by listening to her needs, focusing on the details that mattered, and delivering consistently.

Delegation is a process that requires patience on both sides, but when it works, it's transformative. I encourage you to reflect on your own partnerships: what's one step you could take to create more trust and growth for everyone involved?

The Turning Point: Letting Go and Elevating Energy

When Belinda began trusting me with more responsibility, I noticed a shift too--not just

in her energy but in how we worked as a team. For me, it wasn't just about handling tasks; it was about proving that I could take ownership in a way that allowed her to focus on what truly mattered. With each step, I saw her confidence in me grow, and that gave me the drive to go beyond just completing work--I started thinking about how I could add more value.

This shift wasn't just about her letting go; it was about us stepping into a real partnership. As she focused on her high-level goals, I worked to ensure the details aligned with her vision. It wasn't always easy; there were moments when I could sense her slipping back into the need to take control, and I remind myself to be consistent, reliable, and proactive. Trust, I have learned, isn't a one-time achievement it's something you build and maintain every day.

For anyone navigating delegation, I'd ask this: How can you create the space for others to step up and grow while staying focused on the bigger picture? For me, that's where the magic happens--not just getting things done but building momentum together.

A New Dynamic: Adult-to-Adult Relationships

When I first started working with Belinda, our dynamic was more transactional, with



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her providing guidance and overseeing the details a natural starting point for many new working relationships. As trust grew, we found ourselves naturally shifting toward a more balanced, Adult-to-Adult dynamic, which made a huge difference. This change was key for me, as it allowed us to move beyond task execution and create a more collaborative partnership.

With Belinda giving me the space to contribute more, I felt empowered to share ideas and take ownership of tasks that aligned with her goals. This shift wasn't just about how we worked together--it's a mindset that has helped us both grow.

Struggles: A Personal Reflection

Working with Belinda has shown me that delegation is a process of growth and balance. There are times I've felt the pressure to meet high expectations while ensuring I give her the space to focus on her vision. I've learned that success isn't about perfection but about building trust and communication to adapt and improve together.

Each time Belinda trusted me to take the lead, it strengthened my ability to align with her goals and contribute meaningfully.

The Power of Delegation and Trust

Working with Belinda has shown me how

impactful delegation can be when trust is at its core. It's not just about dividing tasks--it's about fostering a partnership where we both focus on what truly matters. By understanding her vision and aligning my efforts with it, I've learned that trust grows through consistent communication and shared successes, allowing me to contribute meaningfully with each task she entrusts to me.



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