ALLOCATING TASKS IN A GROUP

It is important to allocate the work which needs doing in a group, sensibly and fairly. Here are some ideas to help you with this.

Make a list of what you have to do in the time you have available

This makes sure that you do not miss anything important, and that you meet any deadlines you have been set. Breaking large tasks down into several smaller ones will help you to identify the work which needs doing.

Distribute the workload evenly, according to the expertise and interests of group members (if possible)

Doing this will encourage group members to do the work they have been allocated. If someone is good at something and they enjoy it, they are more likely to do the work well, and to do it by the deadline.

Be clear about who is doing what

Make sure every group member knows exactly what they have to do. If anyone is unsure, clarify their task before the meeting ends.

Set clear and realistic deadlines

It is no good setting deadlines which are too tight; if you do this, the work may be slipshod and the deadline may slip. On the other hand, deadlines for tasks must be tight enough to meet the overall deadline for the finished piece of work.

Record these decisions in the notes or minutes of meetings

The best way to ensure that everyone knows what they have to do and what the deadline for this is, is to record the details in the notes of meetings. Group members will then not have the excuse of not knowing what is required of them.

Make sure that every group member has the necessary resources to carry out their allocated task(s)

Depending on their allocated tasks, group members may need access to a computer, books or websites. They may also need to be able to contact other group members for help and advice. Before each meeting ends, the group should ensure that these and other necessary resources are in place.