## PLANNING

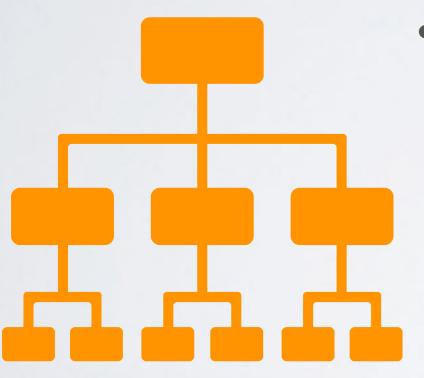
Avoid overlap



Maintain communication

## DELEGATION

Assign tasks



 Capitalise on individual strengths

Ensure somewhat even distribution