

Tip Sheet

Tips for Effective Delegation

Why Delegate?

- Your employees will have the opportunity to **gain new skills**. Employees are likely to respond emotionally when they receive this opportunity; more **motivation, job satisfaction, confidence** and **engagement**.
- Your employees need you to focus on **activities that are necessary for their success and the success of the team**. They need you to hire, strategize, plan, deal with performance issues etc.
- When you delegate tasks you don't need to be doing, you will have more time for the critical tasks. You will see what really needs your attention and be able to **focus on priorities and meet your commitments**.
- You will **grow as a leader** when you focus on true leadership activities.

Steps for Delegating

Make sure not to delegate anything you must do, such as confidential tasks, performance management, salaries, etc. Use caution with time-sensitive tasks. It's okay to delegate time-sensitive tasks as long as you give sufficient notice at the outset.

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1. **Decide when.** Find at least 1 task you can delegate now and make a plan for a few more you can delegate over the next weeks or months.
 2. **Determine who.** It's tempting, but it's best not to delegate everything to your best employee. Certainly, check in with them to determine whether they would like to take something new on, however, don't assume others aren't willing and capable. Ask questions about opportunities they value and explain what's in it for them.
 3. **Communicate expectations.** Understand the type of task you are delegating and how your employees work and think. For some people, you need to provide clear steps. For others, you can communicate an outcome and let them determine the method. Either way, make sure they understand desired results.
 4. **Provide training, tools and resources.**
 5. **Give authority and ownership.** You won't get the desired outcome if they can't complete the job. Get rid of any blocks that will hinder their success.
 6. **Decide on follow up.** Are checkpoints needed? Agree on this with the employee so that you're not unnecessarily [micromanaging](#).
 7. **Allow [mistakes](#).** You probably didn't get it right the first time, don't expect they will. Drop the perfectionism.
 8. **Have patience.** Skill is a habit; everyone needs time to get good at a new skill.
 9. **Give [feedback](#).** Give positive and constructive feedback.

Read the [full article](#) about delegating and purging your work!



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