

Steps to Delegation

Step 1 — Analyze how you spend your time

- Prepare your weekly activities list
- Rate activities in order of importance
- Allocate time
- ID activities you should do but don't have time

Step 2 — Decide with task(s) can be delegated

- Routine tasks
- Temporary tasks
- Time consuming tasks
- Tasks requiring minor decisions

Step 3 — Who can handle which tasks?

Analyze employee's

- Skill
- Capacity
- Personal Desire
- Need for growth
- Current Workload

Step 4 — Delegate

Provide clear guidance about expectations

- Agree on goals and schedule
- Agree on success measurement
- Agree on level of delegation
- Agree on authority and responsibility
- Meet with staff and explain delegation
- Determine the “what's” not the “how's”

Step 5 — Get Periodic Feedback

Considerations for task feedback

- Provide constructive evaluation — feedback to the delegatee is a critical part of learning
- Document all Agreed upon “corrective action and add to formal performance reviews”
- Consider additional delegation— if the delegatee has performed to expectations, consider additional delegation assignments (but do not ignore other candidates)



Plan for Delegation

“The softest stroke of a pen is greater than the mightiest of memories” ~ William James

1) Review all the job functions you now perform.

A. List all the tasks you must perform yourself (for example, evaluating employees)

B. List those tasks that you know an employee could do, but you haven't bothered to delegate!

C. List those tasks you could delegate *if* you had anyone qualified to handle them.

2) Delegate all the jobs listed in 1) B. as soon as possible.



