



## 11 Steps to Consider before Delegating

*Act on It!* by *Sam Deep and Lyle Sussman* has some great information for tough management challenges. They have put together a list of 11 steps you should consider before delegating a task or a project to an employee. The best task to delegate is the one that evokes a positive response to the statements of above.... especially #3.

1. Releasing this responsibility will save me a lot of time/worry/work.
2. I can give it up willingly without remorse.
3. I have an employee with the talent to perform it well. *Key step!*
4. I have an employee with the experience to perform it well.
5. I have an employee sufficiently motivated and willing to take it on.
6. I am committed to providing the training and coaching the employee needs to perform it well.
7. I am committed to evaluating employee progress and responding with appropriate criticism and praise for that progress.
8. My boss supports my delegation of the task.
9. My coworkers support my delegation of this task.
10. I am prepared to resolve any negative impact this delegation may have on customers.
11. I am prepared to resolve any negative impact this delegation may have on other employees.

When delegating a task or a project communication and support is key. Don't dump and run....set up meetings to check in for progress reports, accountability and support.