

Delegation is the key to leveraging your time and building a world class organization. This checklist outlines the process to make delegation work for you.

Delegation Communication: The Effective Delegation Process

Who- Identify who you want to delegate to. Are they a good candidate for taking over your tasks? Starting out, select your most responsible people. As you gain more practice with delegation, broaden from there.

What- Clearly explain what needs to be done and provide any additional resources or documentation they may need to accomplish it. Delegation breaks down with confusion. Make sure your instructions are specific.

Why- Communicate the objective, goal or result the delegated task is going to achieve. It helps clarify and provide context for the “What” of your delegation. It also empowers the person you are delegating to as they see the big picture.

When- What’s the timeline for completion of tasks? Make sure the person you are delegating to understands there is a deadline for the task.

*You will notice “How” is not included in the process. If your delegation communication is clear, the “How” will take care of itself. This is one of the most powerful benefits delegation provides.

Tracking Your Delegation

Once a task is delegated, make sure you note its deadline and follow up. Was the task completed to your satisfaction? Was the task completed on time? If so, provide positive feedback to the person you delegated to. If not, determine where the system broke down and adjust how you delegate accordingly.



...Here is a quick list to get you on the road to delegating. Good Luck!

1. **Name:**
Position:
Department:
Task:
Due Date/Timeline:
Meeting date for follow up:

2. **Name:**
Position:
Department:
Task:
Due Date/Timeline:
Meeting date for follow up:

3. **Name:**
Position:
Department:
Task:
Due Date/Timeline:
Meeting date for follow up:

4. **Name:**
Position:
Department:
Task:
Due Date/Timeline:
Meeting date for follow up:

