8 PRINCIPLES OF EFFECTIVE DELEGATION

Make this your
Delegation Score

Not this ...

1 Set Clear Expectations

Make sure you explain the WHAT, WHEN and WHY so that your goals and objectives ... milestones and timelines ... are CRYSTAL CLEAR. From there, let your people figure out HOW to get it done.

2 Share what you know

After you give them the WHAT, WHEN and WHY, make sure to take time to offer any tips and techniques that might apply to this specific situation. At a minimum, you've probably learned what doesn't work so well, so share that with them.

3 formulate or execute?

Some people are great at carrying out a plan but less effective in creating a plan. Some can follow the outline of what's already been decided, others are better at imagining other possibilities or thinking strategically. Be sure you're clear about the difference.

4 evaluate capabilities

As you formulate your plan, carefully assess every person on your team to determine whose skills and experience are best suited to a particular project.

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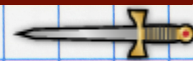
5 PENALTY FREE ENVIRONMENT

A penalty free environment is the only way to encourage and support candid feedback about progress and struggles. If your people believe they'll be berated for falling short of your expectations, you won't hear much about the project until it's too late.

6 PARALYSIS BY ANALYSIS

When you are overanalyzing the project, it's usually a sign that you're holding on for dear life and not really delegating. Step back and let them do the analysis that's needed.

7 QUIT MICROMANAGING

By micromanaging a task, and not really delegating it, the other person will never take ownership of the assignment. Track the ship instead of steering it.

8 DELEGATE ACCOUNTABILITY

Think about delegating Accountability for the assignment rather than the project or task, so that you can give that person full control of their mission.

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