



Delegate!

Delegating tasks helps you get your job done in a sane manner. Just as importantly, it helps develop new skills in those to whom you delegate the tasks.

Who needs to delegate? Just about everyone. Here are some examples. Which ones fit you?

- managers
- supervisors
- committee or team leaders
- parents
- teachers
- _____
- _____

What are some tasks you feel can be delegated? Choose tasks that don't require constant monitoring or follow-up:

Who is the best person for these tasks? Consider these factors:

- the person's current workload
- the person's natural aptitudes
- how coworkers (including any committee members) will react
- the level of enthusiasm for the task
- the value to this person of any new skills learned

After considering who's best suited for a task:

- Choose the best person for each task listed above and write that person's name next to the task.
- Prepare others for the change. Make the delegation clear to all involved.
- Make sure the person being assigned a task understands the nature of the assignment and feels free to ask questions.
- Finally, when the delegated task is completed, show your appreciation for a job well done.