



10 PROVEN WAYS TO DELEGATE

Leave your comfort zone. If you don't feel comfortable delegating, you're not alone. Change is difficult.

Know what matters most. Set priorities and determine which trade-offs are right for you.

Build trust. Surround yourself with talented people who possess a high level of trust and integrity.

Manage the process. Focus on the process as much as on the end result.
And make sure to consider strengths and weaknesses when assigning work.

Be explicit about goals and expectations. Tell people your ultimate goal rather than micromanaging how they do it. Who knows...they may come up with a better way.

Set milestones. Delegating does not mean walking away from an activity until it's complete.
Establish key milestones and review progress along the way.

Delegate responsibility and authority. It's not enough to delegate a task.
Give the person the responsibility and authority to get it done.

Set the right tone. Create an environment in which dialog is open, questions are encouraged,
and mistakes become part of a learning experience.

Give continual feedback. Remember, there's a difference between criticism and constructive feedback.

Recognize and reward excellence. Give credit where credit is due.
Compliment people in public; criticize them in private.