

How to Delegate

Delegating is a process simplified and thrown around as a common buzzword in today's business. In this article we are proposing that delegating is not a simple or quick process. In fact, it requires great skill and planning to delegate successfully and not many leaders do it well, all the time. Here, we are giving you a checklist to use as a tool for successful delegation. It is an intuitive yet effective tool based on empirical data and experiences of Ph.D. Ass.Prof. Anders Hedin.

This delegation checklist consists of 6 factors that should be defined and satisfied in order to effectively delegate a given task. Take a moment to reflect on the list below and identify your improvement area. Which factor do you most often overlook? If you start neglecting more than two of these factors, your delegation is turning more into *dumping*.

- **Task:** Exactly what are you asking an individual to do, be specific and detailed.
- **Who:** Choose the correct individual to do the task based on competence and available time.
- **Authority:** Give the authority to make decisions and the ability to act on those decisions.
- **Goal:** Communicate the expected outcome or result to the individual.
- **Resources:** Assist in providing the necessary technological, personal, and financial resources.
- **Inform:** Actively inform others in the organization of the new shift in responsibility.
- **Follow Up:** Review once the task is completed.

As a side note, we also suggest that you **delegate the tasks you, *yourself*, would love to do.**

If you print this checklist and keep it close by, you can appropriately prepare next time you delegate a task. Make sure you have satisfied as many of the above as you are able before communicating the project to an individual. If for some reason you are not able to satisfy one of the factors, then inform the individual.

As a leader it is important to understand the purpose and benefit of delegating effectively. At first glance it may seem as if you should delegate to free up time and energy. This could very well be the case, but effective delegation has much greater benefits than that. It communicates confidence and trust in someone's abilities and can allow the individual to

further develop. According to John C. Maxwell's book, *The 5 Levels of Leadership* (2011), the sole purpose of leadership is to allow followers to grow and realize their aspirations. If leaders in an organization can grow and develop their direct reports than that organization will inevitably succeed.

*Author: Jonas Enander Hedin
Posted: October 1, 2014*