

Steps in Delegation

1. Select the people who have the ability to do the job.
2. See that they clearly understand what you expect. One of the more effective ways to do this is to discuss it, write it down, have the person being assigned to repeat back to you what their understanding of the job is.
3. Let them know you sincerely believe in their ability to carry out the task. Explain the importance of the task. Relate to them the faith that you have in them and their dedication.
4. Secure commitment that they will follow through. Ask how they feel about the job and in being responsible in carrying it out.
5. Negotiate a deadline. A deadline has been established when you have a day, date, year, and time. The deadline may designate the time the task is completed or when evaluation will be conducted.
6. Provide latitude for them to use their own imagination and initiative.
7. Let them know in the beginning you're going to follow up and do it. At the initial meeting, it is usually good to set up a time of follow-up and evaluation.
8. Don't do the job for them.
9. Reward them commensurately with the results they produce. People need encouragement and recognition. Part of your job as a leader is to provide that.

From *The Insight System for Planning Your Time and Your Life*, by Charles R. Hobbs