Can you delegate effectively? “I can do it better and faster.” “What if he/she makes a mistake?” “It will take too much time for me to teach him/her.” LET IT GO! If you delegate a task, it has the potential to build trust, inspire confidence, teach a new skill and take the burden off you.

The following are suggestions for the best practices of delegating:

- Write the task down step-by-step.
- Pick an employee who would naturally excel at the job or needs to learn.
- Take the time to train the employee by setting priorities, deadlines and expectations.
- Give feedback.
- Evaluate “mistakes.” Don’t dismiss the employee from continuing the task or taking on others due to personal preference, a chance mistake or something was missing. Give him/her a chance to fix it and apologize. Work with him/her on how to avoid it in the future.

“The inability to delegate is one of the biggest problems I can see with managers at all levels.”

— Eli Broad, American businessman & entrepreneur

### CALL TO ACTION:

1. Choose one task that you can give to a direct report who needs those skills or would excel at the task.
2. Write down all the specific details involved with performing the task.
3. Meet with the employee to ask about time availability, priorities, deadlines, expectations and regular check-ins.
4. Meet with the employee to review the work, give feedback, and ask if there are questions or issues.
5. Fix issues, if any. Always give thanks/praise for a job well done and his/her assistance.

### KEEP ON LEARNING

- Inc.: [Delegation Is an Art (and Here Are 9 Simple Ways to Do It Better)](https://www.inc.com/peter-economy/delegation-skills-list-and-examples.html) by Peter Economy (5/31/2018), about 5 to 10 minutes
- The Balance Careers: [Delegation Skills List and Examples](https://www.thebalancecareers.com/delegation-skills-list-and-examples-4135308) by Alison Doyle (11/16/18), about 7 to 10 minutes
- Lynda/LinkedIn Learning: [Delegating Tasks](https://www.lynda.com) with Dorie Clark, 34m 52s