

The Art of Effective Delegation – Action Steps

1. Make a list of tasks that you can delegate and the people you can train to be responsible in these areas. Start with three, and grow it quickly!

Name: _____ Task: _____

Name: _____ Task: _____

Name: _____ Task: _____

2. Determine what is needed to begin the process of delegation. Do you need to clear the way for some resources to be available to subordinates? Are there phone calls that need to be made? Write down a “to-do” list to lay a foundation for delegation.

1) _____

2) _____

3) _____

3. Commit yourself to beginning the training and planning process by scheduling time into each week for training or follow-up with the staff you have decided to develop as stewards of their own tasks. When can you add a regular meeting? Use the same time slot each week.