

Tools and templates



Learning to delegate tasks

As a leader, you can't do everything yourself. Delegating tasks allows you to make the most of the expertise in your business and free up time to focus on areas where you can have more impact.

Follow our checklist to make sure you're fully prepared for delegation and the person you're delegating to has everything they need.

- Do you know why you want to delegate this work?
- Have you considered why it's best to delegate this task over another?
- Have you addressed the risk factor of delegating this work?
- Have you considered whether to delegate to an individual or team?
- Does this task require special skills or experience?
- Does the person you've chosen to delegate to have the right skills?
- Have you notified the person that you're delegating a task in advance?
- Have you outlined the requirements for the work (budget, time, quality)?
- Does the person have the tools or resources necessary to complete the work?
- Does the person know what the results should look like?
- Are you giving the person the right level of authority?
- Does the person know when the work is due?
- Does the person know what progress looks like?
- Does the person know how often to report to or check in with you?
- Is there someone else available in case they need extra support?
- Have you explained how success will be measured?
- Have you given the person the opportunity to ask questions or give feedback?

If you've answered "no" to more than a third of these questions, it's likely more work needs to be done before you can delegate the task. Run through the questions again and highlight where the issues are.