

Delegation Flowchart

Sometimes it is easier to do the job yourself. However if you can develop the culture of effective delegation, you can free up an enormous amount of time. By using this flowchart you are training your assistants how you want things done and it will get easier and smoother which each project. During the briefing is the ideal time to coach your assistant "how to think" about the initiative required to complete the task.

1. **Clearly identify what you want to delegate**
2. Then ask: Is my knowledge or experience **essential** to the success of the task? **If not.**
3. Identify the assistant: Do they have the time, expertise and the interest?
4. Clearly communicate the task in mind, which means: Did they **understand** what you asked of them, not just the fact you said it.
5. Make sure you cover:
 - The purpose of task or project.
 - Your expectation of what the finished task or project will look like.
 - How you want the finished product presented.
6. Ask them to repeat what **they** heard.
7. Give the person progressive deadlines and a method to keep you updated on the progress.
8. Agree on final deadline.