

Delegate Effectively

THE TODAY'S LEADER
PODCAST EPISODE 478

Key Points



Why Delegation Matters

- Helps leaders focus on strategic growth instead of daily tasks.
- Empowers teams to develop new skills and take ownership.
- Leads to higher efficiency, innovation, and reduced burnout.



The 5 Steps to Effective Delegation

1 Decide What to Delegate

- Identify tasks that don't require your expertise.
- Prioritize delegation for operational, routine, or growth-focused tasks.

2 Choose the Right Person

- Match tasks to strengths and growth opportunities.
- Provide training if needed.

3 Provide Clear Instructions & Expectations

- Define success, timelines, and key deliverables.
- Be specific, not vague.

4 Trust & Empower (Let Go!)

- Avoid micromanaging—allow autonomy.
- Encourage ownership of the task.

5 Follow Up & Give Feedback

- Set check-in points for progress updates.
- Recognize and appreciate efforts.

WORKSHEET

Step 1: Identify Tasks to Delegate

List 3 tasks you currently do that you should delegate:

Why are you holding onto these tasks? (Fear of loss of control, habit, lack of trust?)

Step 2: Select the Right Team Member

For each task, identify who could take it on:

Step 3: Define Clear Expectations

- What is the **desired outcome** for the delegated task?
- What is the **timeline or deadline**?
- How will success be **measured**?
- Step 4: Let Go & Trust
- Step 5: Feedback & Growth