

The Nine Steps of Delegation *

1. Decide who is best suited to perform the task.
2. Meet with the individual to make the assignment. (BONUS TIP: Ask the person to recap your conversation – often this is when you find gaps in understanding.)
3. State the desired results and establish a time frame.
4. Grant the necessary authority along with the responsibility.
5. Establish a follow-up schedule.
6. Be available to answer questions or clarify expectations.
7. Let go and don't meddle.
8. Reward or acknowledge the person.
9. Learn from the experience: capture and clarify future expectations.

** Adapted from Coach Approach*



"You deserve the opportunity to live the life of your dreams feeling in control, relaxed, and productive. You can stop working nights and weekends (and mornings!!) catching up from the week." – Lisa Crilley Mallis

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