

IDEAS FOR SUCCESS

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Ideas for Better Delegation

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Delegating work to others is often a great challenge for many in the workplace. Some do not want to be thought of as lazy. Some do not think anyone can perform the task as well as they could. Some do it too often. But many times, we just are unsure about who, what, when and how to delegate to others. Perhaps the following may help to answer some of these questions:

1. **Consider your purpose.** If your goal is to lighten your load, but you should really be doing the work, don't dump it on someone else. If you're just feeling "large and in charge," but don't really have the authority, then get a grip. Delegating is for those who possess the authority and are leading in the accomplishment of a task. If this is your purpose, then proceed.
2. **Consider the task being delegated.** Is this a task I should delegate to another? Although it is helpful to delegate tasks to others, it should not be done indiscriminately. Some things really need to be done by us and no one else. Just the same, if that is not the case, and you can match the task to the person with the needed abilities, it could result in a job well done while freeing you up to attend to more pressing matters.
3. **Consider the personality of the person.** Different personality types respond differently to delegated tasks. Allow me to give some examples: "People pleasers" may promise more than they can deliver. If the person is disorganized and unreliable don't be surprised if it doesn't get done without your constant follow up. Detailed oriented people will usually do a

thorough job, but want plenty of specifics. In other words, think about who you are asking to take on a task. We often unwittingly set ourselves and others up for failure.

4. **Consider the specifics of your plan to delegate.** Are priorities clearly stated? Are deadlines clearly defined? Have you spelled out the "Who," "What," "When," "Where," and "Why?" Set them up to succeed *according to your expectations* or they will succeed *according to their expectations*. Merely stating, "I need you to take care of this" is inviting disappointment.
5. **Consider those who assist you.** If you are going to pass on a portion of the work for which *you* are responsible, it is only reasonable for others to expect you will show appreciation and some consideration for their taking on that task. Few things are more irritating on the job than being asked to help someone with *their* responsibilities and then not receiving appreciation or credit for their efforts. If you want others to make you "look good" you have to return the favor.

Consider these suggestions the next time you hear yourself say in frustration, "I'll just do it myself!" Others will help you, if you approach them the right way.

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