Delegating Effectively

Some of the most effective leaders are those who know how to delegate effectively. These are individuals who know that they can't do it alone, and the result is that their organizations are stronger, more productive and more efficient. Leaders who don't know how to delegate risk taking on too much and burning themselves out to the detriment of everyone involved. Here are some things to keep in mind when delegating tasks to others:

1 Identify Priorities

Determining which tasks or projects take priority is a good first step in successful delegation. Once you determine which items are most important, meaningful or time-sensitive, you will have a better sense of what you can ask others to do and what you must do yourself.

2 Capitalize on Individual Strengths

You must get to know each individual's strengths and areas for improvement in order to delegate tasks effectively to those on your team. In some cases, an individual may not have a certain skill yet, but you may be able to provide guidance and training to develop that skill in them. Once you know those on your team well, you will be more equipped to delegate tasks based on who has the most relevant skills for the job.

3 Provide Guidance

When delegating, it is important to make sure that the person completing the task is set up for success. If you have a preference for how you want something done or an idea about what the final product should look like, take the time to share that with the person working on the project. Don't assume that expectations are clear unless you clearly communicate what needs to be done and by when.

4 Demonstrate Trust

Once a task is delegated, trust the person doing the job to get it done as instructed and in the time allowed. Being willing to let go of the project and defer to that individual's expertise will demonstrate your confidence in their abilities while freeing you up to accomplish other tasks. Consider scheduling check-ins in advance so that you can ensure that the project is moving along as expected without micromanaging.

5 Offer Feedback

Upon completion of a task or project, take the time to provide feedback on the end product. You may find opportunities throughout the process when you can interject to encourage adjustments be made or acknowledge progress and motivate. You should always acknowledge a job well done publicly and offer constructive criticism privately.