

HOW TO DELEGATE DAILY TASKS

WHAT DOES IT MEAN TO DELEGATE?

1

The transfer of responsibility for specific tasks from one person to another

2

When a manager assigns specific tasks to their employees

3

Allows you to focus on more important tasks while allowing a team member the opportunity to grow

WHY IS IT IMPORTANT TO DELEGATE?

Free up time to focus on leadership activities

Engage team members

Grow and develop team members

Boost morale

Increase productivity



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HOW I DELEGATE

Assess the task and role I need to play

Look for growth and development of my team

Depending on the task at hand:

- Present in a team meeting
- Present 1:1
- Discuss with leaders on who might want the opportunity

Clarify desired outcome

Project plan/meeting cadence

Pure Piping

How Bob Delegates: Focuses on how he can grow his team and create a successor.

- Safety inspections
- Meeting agendas
- Meeting notes
- Committee involvement
- Panel interviews

DELEGATION ALLOWS YOU TO WORK ON WHAT IS MOST IMPORTANT AND PROVIDES GROWTH AND DEVELOPMENT OF YOUR TEAM MEMBERS.



APPLICATION EXERCISE

Write down 1 task you will delegate.

