



ISSUE 04

## DELEGATION: A TOOL FOR SUCCESS LEADER NOTES

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### So You Think You're a Delegator?

Answer each statement with the corresponding number using this code:

1 = always; 2 = sometimes; 3 = never

\_\_\_\_\_ I find that my group members consistently look for ways to relieve the pressure that I face, without being asked.

\_\_\_\_\_ I'm free to "think big" because my group members handle all the daily operational and "tasky" stuff.

\_\_\_\_\_ As my organization continues to grow rapidly, I'm totally comfortable letting go and putting others in charge of pieces of the organization — rather than clinging to control.

\_\_\_\_\_ I prefer to spend 30 minutes training a group member to do a new task than just doing it myself in five minutes.

\_\_\_\_\_ I say to a group member "Let me show you how to do that" far more than I think to myself "If I don't do it, it won't get done right."

\_\_\_\_\_ I look for opportunities to praise my officers for delegating to their workers.

Review your answers.

- If your total score is 6-8. Then you're an excellent delegator. This LeaderNote will reinforce much of what you're already doing and hopefully introduce you to some new techniques.
- If your score is 9-14. You're on the road to becoming an effective delegator, but you need to raise your awareness and make a more concerted effort to coach others
- For those who score over 14. You're not alone. And you're honest! Many leaders, not just student leaders, need to confront the fact that they just can't do it all, and that assigning jobs to others is a vital part of building an organization. That's where delegation comes in!

## **Delegation Instructions**

- Delegate a clearly defined objective, not the procedure. Give a task, not an outline of exactly what to do.
- Delegate the entire job, not just simple tasks.
- Ask for updates and set small deadlines to chart progress.
- Delegate to the right person; don't always give things to the one who is fastest, most experienced, or most readily available.
- Trust people to do a good job and don't check up on them too much along the way unless they ask for help.
- Never take back a delegated item because you can do it better or faster. Help the other person learn to do it better.
- Be willing to trade short-term mistakes for long-term results including learning and growth.
- Always ask if there is anything that is needed from you in order to complete the project.
- Give praise and feedback at the end of the project.

## **What to Delegate**

- Delegate things that aren't a part of your core competency; someone else may do the job better.
- Delegate routine assignments, such as:
  - Fact-finding assignments
  - Preparation of rough drafts of reports
  - Problem analysis and suggested actions
  - Photocopying, printing, collating
  - Data entry

## **Quick Tips**

- Map the talents and interests of your organization and use these to delegate more quickly and effectively.
- Enthusiasm about a project increases when a person comes up with the idea on their own versus being told exactly how to complete a task by someone above them.
- Don't do an activity that someone else would be willing to do for you if you asked them.
- Delegating helps those underneath you in an organization grow.
- By delegating, you learn new ways to do things (and they may even be better ways).
- Delegating strengthens your position by showing that you can do your job as a leader and get results from others.

Derived from Latin, delegate means "to send from." When delegating you are sending the work "from" you "to" someone else. Effective delegation will not only give you more time to work on your important opportunities, but you will also help others on your team learn new skills.