THE ART OF DELEGATING

INTRODUCTION

I. WHEN DO YOU DELEGATE?

A. When you have people who can be developed.

B. When you are doing tasks others could be doing.

C. When you are running from one crisis to another.

D. When you cannot get everything done that needs to be done.

II. Reasons we fail to delegate

A. When we feel no one else can do it as well as we can.

B. When we are afraid others will say “no.”

C. When we are afraid someone will do it better than we can.

D. When we think it is unspiritual to delegate.

E. When we doubt our ability to train others

F. When we are reluctant to admit our limitations.

G. When we are afraid another’s failure will embarrass us.

H. When we are not organized ourselves.

III. Principles of delegation

A. Do not ask others to do things you are not willing to do yourself.

B. State clearly your goals.

C. Give authority equal to responsibility.

D. Make sure all parties affected are notified.

E. State when to accomplish this task.

F. Define accountability and reporting.

G. Be totally responsible.

H. Restrain from intervention.

I. Communicate confidence.

J. Praise!

CONCLUSION