



# 50 TIPS TO EFFECTIVELY DELEGATING



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I hear a lot about empowerment these days, but I also hear a variety of reasons why supervisors don't delegate...*I can do it better, I don't have time to train this employee, I can do it faster myself, etc.*



The simple fact is **that empowered employees tend to align their performance with the organization's strategic goals and objectives.** They feel ownership and pride. They gain confidence.

The results? They produce more in part because they are happier on their jobs.

And always remember to...

**Clear your desk. Clear your mind.  
Organize it®**



### **Tip #1**

Don't confuse authority, responsibility and accountability.

### **Tip #2**

Authority refers to the 'right to act and make decisions'.

### **Tip #3**

Responsibility refers to the job assignment itself.

### **Tip #4**

Accountability refers to answering questions re: actions and decisions.

### **Tip #5**

Delegating is a learned skill.

*"Never tell people how to do things.  
Tell them what to do and they will surprise  
you with their ingenuity"*

General George S. Patton



### **Tip #6**

Delegating empowers both the supervisors and the employee.

### **Tip # 7**

Delegating involves the employee's growth.  
Support it.

### **Tip #8**

Delegating involves the employee's creativity.  
Encourage it.

### **Tip #9**

Delegate small projects until you are comfortable delegating larger assignments.

### **Tip #10**

Types of assignments can include ones that are repetitive in nature, involve gathering information or even attending meetings.





### **Tip #11**

Do not delegate politically sensitive or confidential matters. Or something your boss asks you directly to do.

### **Tip #12**

Learn to let go. It can be hard.

### **Tip #13**

Delegating to staff lets you focus on higher priority issues. In fact, you can actually double your effectiveness on the job.

### **Tip #14**

Select the right person by considering their interests and talents.

### **Tip #15**

Know the person's strengths as well as their developmental needs.



## Tip #16

Consider their skill set.



## Tip #17

Take time to plan.



## Tip #18

Keep the end in mind.



## Tip #19

Consider their style.



### **Tip #20**

Stress results. Not every single detail needs to be reviewed of how the project can be done.

### **Tip #21**

Help the employee establish priorities.

### **Tip #22**

Provide specific and sufficient background information.

### **Tip #23**

Raise red flags if and only when necessary.

### **Tip #24**

Provide background information in a detailed manner. It helps the employee understand the bigger picture.



*"Make people believe what they think and do is important...and then get out of their way while they do it."*

Jack Welch, former CEO of G.E.

### **Tip #25**

When explaining background information remember the 5W's: who, what why, where and when.

### **Tip #26**

Identify resources.

### **Tip #27**

Have the person repeat back to you what they think they heard you say.

### **Tip #28**

Be an organized supervisor. Outline key points on paper.

### **Tip #29**

Set a deadline date.

### **Tip #30**

Schedule periodic reviews.



### **Tip #31**

Assure that the periodic reviews are at critical points along the way. This diminishes possible problems later.

### **Tip #32**

When it comes to obstacles or problems, remember to ask the person for their ideas or solutions. Taking control of their problems stymies growth.

### **Tip #33**

Try not to fear people making mistakes. Everyone does...and so did you! It's how we grow.

### **Tip #34**

Be there for advice, mentoring and training.

### **Tip #35**

Encourage feedback.

### **Tip #36**

Try not to constantly ask how the project is going. It undermines self-confidence and sends a message that you are not trusting of the employee's work.



**Tip #37**

Evaluate and correct employee work in private.

**Tip #38**

Look for success, not perfectionism.

**Tip #39**

Understand that there are many avenues that lead to the same result.

**Tip #40**

Refrain from insisting the employee does things 'your way'.

**Tip #41**

Use mistakes as a learning tool.

**Tip #42**

Remember that delegation helps increase skills. Particularly in the areas of planning, management, organizational and leadership roles.





**Tip #43**

Delegated work can improve a person's confidence.



**Tip #44**

Delegated work can positively impact their self-respect.



**Tip #45**

Delegating can improve loyalty and team cohesiveness.





**Tip #46**

Delegating increases communication and feedback that reduces conflicts.

**Tip #47**

Arbitrarily reversing or interfering with the employee's decision is counter-productive.

**Tip #48**

Avoid micromanaging. This is not only stressful but decreases creativity and productivity.

**Tip #49**

Praise good work.

**Tip #50**

Publicize good work.

**Keep reading...**





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Cynthia is founder and President of **Organize it & Productivity Partners, Inc.** a leading provider of training & coaching in the topic areas of time, information & decision-making management.

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Cynthia is a **productivity coach, facilitator & subject matter expert in the areas of time and self-management.** This distinction enables her to work with clients on process, systems *and performance improvement.*

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