



Effective Delegation by Design

1. What hesitations do you have towards delegating in general?

2. Why do you think you have those hesitations?

3. What practices can you implement to navigate those hesitations?

4. Identify aspects of your current job that can be delegated and list them below.

5. Identify one to two people on your team that you can delegate to. Consider whom you would like to give more responsibility to who will thrive and rise to the challenge.

6. For any given project, what are the most important details that should be shared with the person being delegated to to ensure the project is completed correctly and on time?



Job Function Delegation Chart

[illegible]

Resources

1. [If You Want It Done Right, You Don't Have To Do It Yourself](#)
2. [Stop Feeling Guilty About Delegating](#)
3. [Three Steps To Overcome Your Fear of Delegation](#)
4. [Delegate Without Losing Control](#)
5. [Imposter Syndrome and Delegation: How insecurities can create a vicious cycle of overwhelm.](#)
6. <https://withdouble.com/blog/5-must-read-books-to-make-delegating-at-work-easier>
7. <https://tobijohnson.com/effective-delegation/>
8. <https://www.linkedin.com/advice/0/how-do-you-delegate-tasks-responsibilities>
9. [12 Steps to Effectively Accepting Delegation](#)

