HOW TO DELEGATE EFFECTIVELY

High Impact Leaders

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The Leaders Institute®

How to Delegate Effectively to Empower Your Team & Free Up Time

1. Create a Time Audit Worksheet to Identify Your Biggest Time Wasters.
2. Understand the Urgency and Importance of Each Task to Determine What Needs to Be Delegated.
3. Analyze the Strength and Potential of Your Team to Determine Who to Delegate to.
4. Address the Fear and Hesitancy of Taking on New Responsibilities.
5. Clearly Communicate Your Goals and Expectations to Delegate Effectively.
6. After You Delegate Effectively, Follow Up to Show Support, Not to Micromanage.
7. Give Feedback to Encourage and Train.

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Time Audit

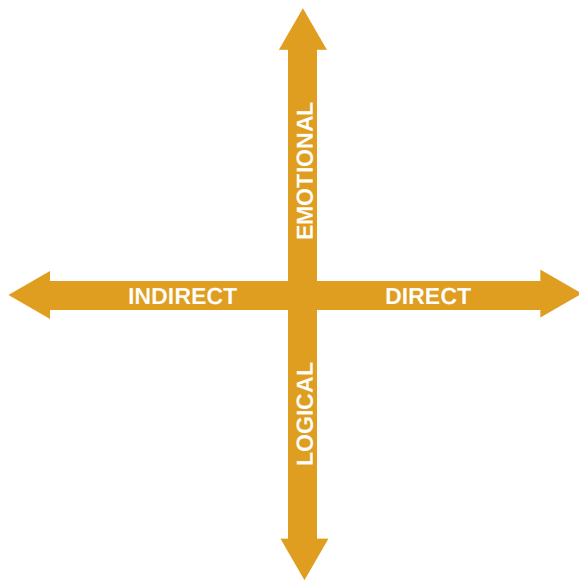| MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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8:15	8:15	8:15	8:15	8:15
8:30	8:30	8:30	8:30	8:30
8:45	8:45	8:45	8:45	8:45
9:00	9:00	9:00	9:00	9:00
9:15	9:15	9:15	9:15	9:15
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10:30	10:30	10:30	10:30	10:30
10:45	10:45	10:45	10:45	10:45
11:00	11:00	11:00	11:00	11:00
11:15	11:15	11:15	11:15	11:15
11:30	11:30	11:30	11:30	11:30
11:45	11:45	11:45	11:45	11:45
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12:15	12:15	12:15	12:15	12:15
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4:15	4:15	4:15	4:15	4:15
4:30	4:30	4:30	4:30	4:30
4:45	4:45	4:45	4:45	4:45

Identify Urgency & Importance of Each Task

Place the items from your Time Log into the chart below. Use this chart to identify tasks that can be eliminated completely, scheduled in the future, or delegated to your team.

Importance ↑

Important Not Urgent	**Important Urgent**
Not Important Not Urgent	**Not Important Urgent**

**Urgency** →

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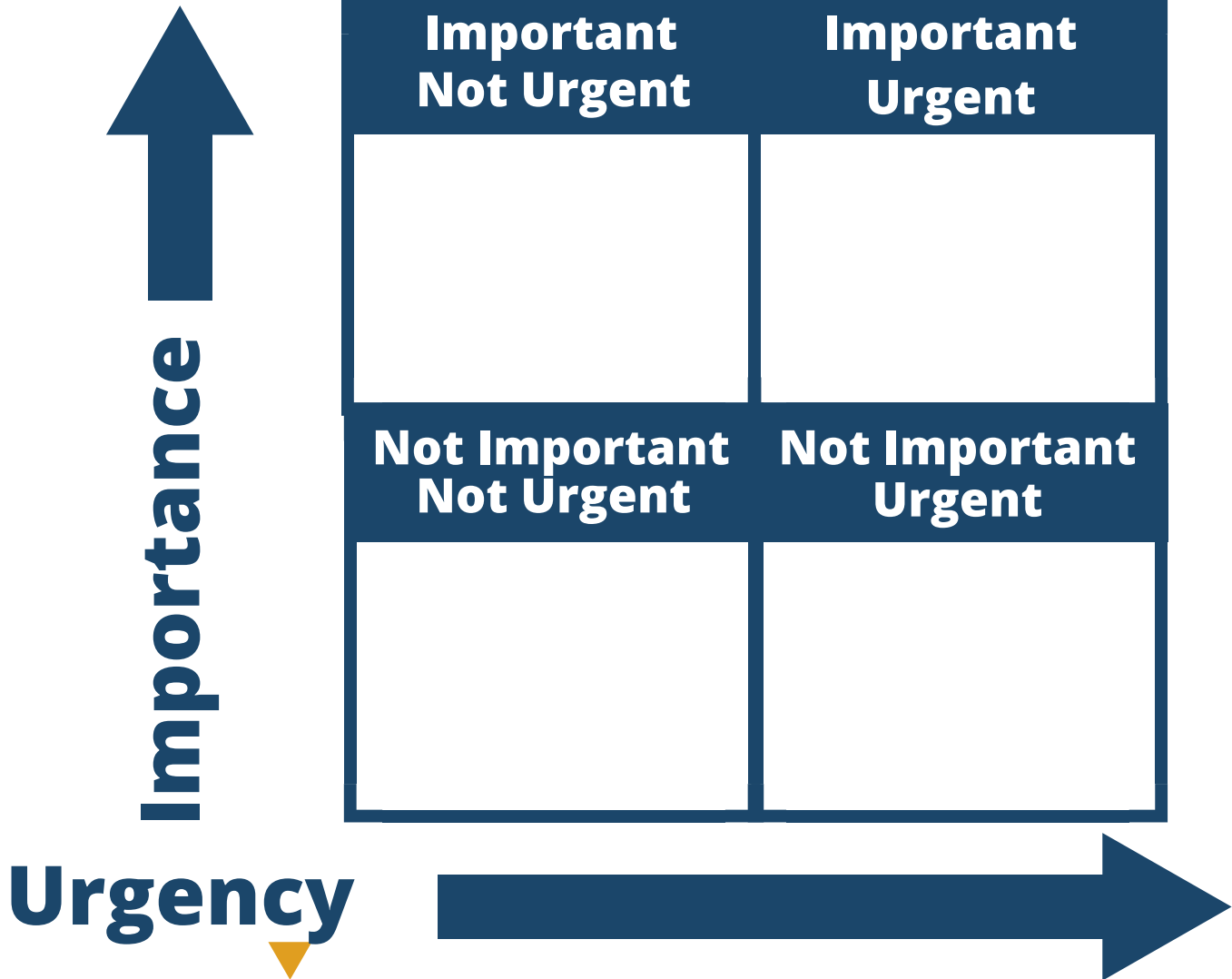
Analyze Strengths of Your Team Members

Put a Dot on the Horizontal Line Where You Think Your Team Member Falls Naturally. (Not Where He/She Has Trained Themselves to Be.) Is the Person More INDIRECT or DIRECT?

Next, Put a Dot on the Vertical Line Where You Think Your Team member Falls Naturally. Is the Person More LOGICAL or EMOTIONAL (People Oriented)?

Finally, Just Connect the Dots.
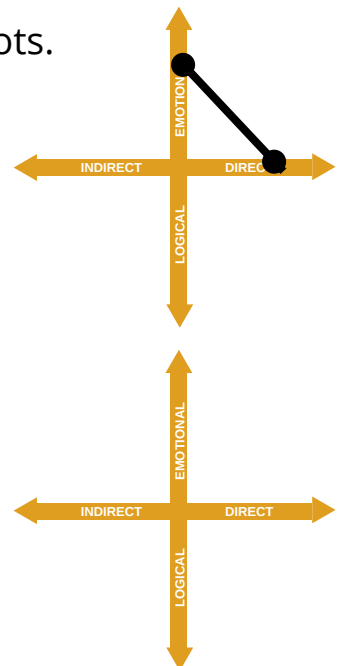
For example, one of your team members is outgoing and quick to act. She is Direct. She is also more of a people person versus a numbers/logical person. Her graph looks like this.

Use the graphs below to assess your team members

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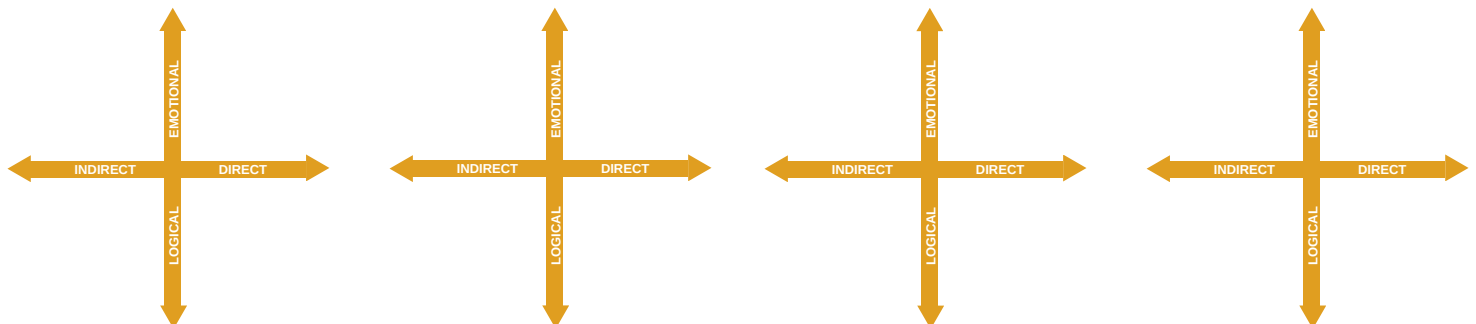
Every Temperament Has Strengths & Weaknesses

Below are modern-day descriptive terms for each of the temperaments in psychology.

- **The Amiable is Indirect and People-Oriented**. This personality type is fairly easygoing. They get along well with others and are often peacemakers. They are very friendly, but not particularly outgoing. Their real strengths are that they are extremely likable, trustworthy, and build relationships with others. However, they tend to be more shy and self-conscious.

- **The Analytical is Indirect and Logical**. The Analytical temperament is very detail-oriented. They like data, facts, and figures. The Analytical loves problem-solving and feels successful when the equation balances.

- **The Driver Direct and Logical.** The Driver is the typical "Type A" personality. This presenter will often speak with authority and poise, even if the speaker is nervous. Drivers are very goal-oriented, and they love to be in charge. The big weakness of this personality type, though, is that the Driver tends to offend people by being too blunt.

- **The Expressive is Direct and People-Oriented.** The real strength of the Expressive type is their energy and enthusiasm. Expressives are very social and creative. They have fantastic ideas and have a tendency to be able to get others to cooperate. However, they have poor follow-through skills.

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