

12 Steps to Effectively *Accepting* Delegation



What is Insanity?

Insanity is when you do the same thing over and over and over and over expecting different results. When we will learn that if you always do what you always did, you'll always get what you always got?

“Hi, my name is _____, and I am a recovering *delegatee*.” It has been said the definition of insanity is doing the same thing over and over and over expecting different results. So why is it we are so insistent on approaching the task of delegation in the same old manner?

Effective managers delegate tasks to others so they may focus on other concerns as well as to help develop those around them. But when learning about delegation, too often, we focus only on the “delegator” and not the “*delegatee*.”

Here are the 12 Steps (components) to the process of most delegations and a set of questions you might consider asking when a task is given to you to increase your chances of successfully completing the task:

1. **The context of the assignment** – “Could you please tell me what you are going to do with this when I get it done, tell me who is it for, and where does it fit with other things going on?”
2. **Deadline** – “When would you like it, and when is it really due?”
3. **Scope** – “Would you like me to do the thorough job and take a little longer, or the quick and dirty version?”
4. **Format** – “How would you like to see the output of my work presented? What would make your life easier?”
5. **Time budget** – “Roughly, how long would you expect this to take (so I can tell whether I’m on track or not)?”
6. **Relative priority** – “What’s the importance of this task relative to the other things you have asked me to do?”
7. **Available resources** – “Is there anything available to help me get the job done? For example, have we done one of these before?”
8. **Success criteria** – “How will the work be judged? Is it more important to be fast, cheap or perfect?”
9. **Monitoring and scheduled checkpoints** – “Can we, please, schedule now a meeting, say, halfway through so I can show you what I’ve got and ensure that I’m on track for your needs?”
10. **Understanding** – “Can I just read back to you what you’ve asked me to do, to confirm that I got it down right?”
11. **Clarity** – What’s the one and most important thing you want me to know about this task?
12. **Concerns** – “Before I get started can I just share with you any concerns about getting this done (e.g., other demands on my time) so that I don’t surprise you later?”

Use all of these (or even just one or two) the next time you have something delegated to you and chances are it will blow your mind how much easier it will be to complete the task. Good Luck!