

7 Steps for effective Delegation

When asking someone to complete a task, it's important to provide clear and specific details to ensure they have everything they need and can be held accountable. Here's a checklist of what you should provide:

01

Clear Task Description

What needs to be done: Provide a detailed explanation of the task. Be specific about the objective and what success looks like

Why it's important: Share the context or purpose behind the task to give them a sense of ownership and understanding of its impact.

02

Resources & Tools

Materials needed: Ensure they have access to all necessary resources, documents, software, or tools to complete the task.

Where to find them: If specific resources are required, provide links or directions on how to access them.

03

Expectations & Criteria for Success

Quality standards: Outline what a successful completion looks like, including any benchmarks or quality requirements they need to meet.

Format or output: If there's a particular format (e.g., report, presentation, document) or system for submission, specify this upfront.



04

Deadline & Milestones

Completion deadline: Clearly state when the task should be finished.

Milestones or check-ins: If the task is complex or involves multiple steps, break it down into milestones and schedule check-ins or progress reviews.

05

Support & Point of Contact

Who to ask for help: Identify who they can reach out to if they need support or clarification

Available assistance: If you're providing ongoing support or expect them to seek assistance, let them know how and when to reach out for guidance.

06

Accountability & Follow-up

Responsibility: Be clear that they are responsible for the task and its outcome. Make sure they know you will be following up on the progress.

Tracking progress: Set up a system to track their progress, whether it's through regular updates, shared project management tools, or status reports.

07

Next Steps After Completion:

What to do after finishing: Let them know what the next step is after completing the task (e.g., submit it to you for review, share it with a team, etc.).

Follow-up action: Specify if they need to notify you once it's done and how (email, a project management system, etc.).

By providing clear task descriptions, setting expectations, offering support, and specifying how you'll track progress and accountability, you'll ensure the person has everything they need and can be held responsible for completing the task.

