

THE ART OF DELEGATING

INTRODUCTION

I. WHEN DO YOU DELEGATE?

- A. When you have people who can be developed.
- B. When you are doing tasks others could be doing.
- C. When you are running from one crisis to another.
- D. When you cannot get everything done that needs to be done.

II. REASONS WE FAIL TO DELEGATE

- A. When we feel no one else can do it as well as we can.
- B. When we are afraid others will say “no.”
- C. When we are afraid someone will do it better than we can.
- D. When we think it is unspiritual to delegate.
- E. When we doubt our ability to train others
- F. When we are reluctant to admit our limitations.
- G. When we are afraid another’s failure will embarrass us.
- H. When we are not organized ourselves.

III. PRINCIPLES OF DELEGATION

- A. Do not ask others to do things you are not willing to do yourself.
- B. State clearly your goals.
- C. Give authority equal to responsibility.
- D. Make sure all parties affected are notified.
- E. State when to accomplish this task.
- F. Define accountability and reporting.
- G. Be totally responsible.
- H. Restrain from intervention.
- I. Communicate confidence.
- J. Praise!

CONCLUSION