



# MODULE #2

*How to Delegate Like a Leader*

## Module 2-How to Delegate Like a Leader

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Here's a video discussing WHY delegating is such a valuable skill to learn and how to get started.

When you delegate 'like a leader', you are able to take tasks off your list of things to do.

That opens up space, time, and energy to work on greater tasks that help you build your Rich Life (and career).



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Through years of coaching and training professionals, we've found that people often choose NOT to delegate for two main reasons:

1. **They've never been trained.**
2. **It takes more time as you get started.**

But we promise, there's a great return on investment of that time and energy as you get out of your comfort zone to:

**Delegate like a leader.**

On the next page you'll find the guidelines to give you the tools you need to be effective.

# Delegate like a Leader: Guidelines

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## Awareness of roadblocks

What holds you back? Time constraints? Do you think you'll be able to do a better job? Remember, it takes time for people to learn new things – some more than others. Think about what it will mean to you when this task is off your desk and you have more time to work on other things that build your Rich Life and Career.

## Schedule time with the person/people

Do you delegate to the same people? If you can, choose more than one person to delegate to. Remember, you are teaching, coaching, and growing others while you grow as the leader of your life and career. Then, get this delegation conversation on the calendar.

## Bandwidth

Ask them, respectfully, if they have the time and space for this work. You want a firm YES (get them to communicate!) which means they are committed to this project. Remind them that learning something new takes time.

## Clarity/paint a picture

Get CLEAR, first within yourself, what you want and need and the steps that should be taken to get the job done. Then articulate (practice first, if necessary) what success looks like. Is the work they will be doing part of a bigger project? Tell them. If you can also explain how this works directly affects the bottom line, tell them. Remember, YOU are the educator, the coach.

## Autonomy

Must the person doing the work follow your step-by-step process? If yes, tell them AND tell them why. Can the person doing the work while following their own guidelines to get the job done? If so, this inspires them to 'take ownership' so they can work autonomously. According to research out of the Wharton School of Business, autonomous work breeds increased job satisfaction, productivity and retention.

## Benchmarks/check ins

If it's the first time you've delegated this task, check in often. And ask the person you delegated to how valuable it will be when they check in with you. Put it on the calendar. Remind them that it's 'safe' to come back if they forgot something or need a missing piece of the puzzle. Do not wait until an hour (or a day) before the project is due to check in. You may want to remind them of the importance of the stated deadline a day or two before it's actually due.

# How to Delegate Like a Leader

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***Debrief...A few days later (don't wait too long) get back together and ask what worked and what could have worked better.***

***Be open to learning. All leaders benefit greatly by being open to learning.***

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## *Reality check:*

*“The best leaders are the best students.” -Simon Sinek*

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Inevitably, if you communicate, delegate, and collaborate with other humans, there will come a time (usually MANY times) when you must lean into difficult conversations. If you shy away from them, you will not be able to:

- **Correct what's off course**
- **Hold people accountable**
- **Be thoroughly honest**
- **Stop patterns that don't serve the team/partnership**
- **Be the leader and the 'cause' of your Rich Life (and Career)**

It's typically never easy to have these hard (BRAVE!) conversations and provide people with 'feedback'. But take a look at the following guidelines, intended to support these conversations.

The 8 Guidelines to Providing Feedback have been tested in both corporate and personal settings. They are intended for a leader who is preparing to speak to his/her employee or for an individual who needs to speak to a partner, older child or family member.

Remember they are GUIDELINES. Not a step-by-step process. Read through, and then trust yourself to use one or more of them as you continue strengthening your opportunity to Know and SPEAK Your Worth – while knowing the *worth and value* of others.

These guidelines will also support you in coaching others to become effective as well!