

5 TOOLS FOR BETTER DELEGATION

Delegating when it feels "easier to do it yourself" is a common challenge, especially for high-achievers. However, investing time upfront in structured delegation saves you more time long-term, and is a testament to your leadership. Here's how you can do it efficiently:

1. APPLY THE 70% RULE

If someone can do the task at 70% of your level, delegate it. Perfection isn't the goal...progress is. Over time, they will improve.

2. USE THE "WHO, NOT HOW" MINDSET

Instead of focusing on how much instruction it takes, ask yourself: Who is the best person to own this long-term? Training them now prevents future bottlenecks.

3. USE A DELEGATION TEMPLATE

Minimize back-and-forth by using a structured approach. When assigning a task, include:

- Objective: What success looks like
- Context: Why it matters
- Process (if necessary): Steps to follow or existing resources
- Ownership & Autonomy: What decisions they can make
- Deadline: When it should be done by
- Check-in Point: When to review progress

Example: "I need a client report summarizing the last quarter's results. The key metrics are revenue, customer growth, and retention. Use our standard format (link attached). It should be ready by Wednesday. Let me know by Monday if you have any questions."

4. DOCUMENT & AUTOMATE WHERE POSSIBLE

- Record a video (Loom or screen recording) explaining the task once instead of repeating it.
- Create a Standard Operating Procedure (SOP) with key steps.
- Use templates to reduce redundant explanations.

5. SET EXPECTATIONS FOR LEARNING CURVE

Tell them: "The first time may take longer, but over time, you'll get faster. My goal is to empower you, not micromanage."