DO DELEGATE
- When there is a loss of work
- When you feel someone else has a particular skill or qualification which would suit a task
- When someone expresses an interest in a task
- When you think a particular member might benefit from the responsibility (i.e. an emerging leader of your organization)

DON'T DELEGATE
- Your own "hot potatoes"
  * extremely important matters with serious consequences, emergencies, matters of exception to a policy
- Things that are usually our specified responsibilities
- Things you wouldn't be willing to do
- A task to a member who may not possess the skill necessary to do the task successfully

WHY DELEGATION MIGHT FALL

LEADERS
- It doesn't occur to leaders to delegate
- It's seen as a sign of weakness
- Belief that it's the lazy way out
- The leader doesn't want to "lose control"
- Belief that "I'm too busy to delegate"
- Belief that the leader can do it better or faster
- Fear of being disliked

MEMBERS
- It's easier to ask the 'president' than to make a decision by themselves
- The members don't understand their own authority level
- Lack of resources or information from leaders to do a task
- Lack of self-confidence
- The feeling that the incentives are inadequate to motivate a member to do a task

INSURING THAT DELEGATION WORKS

A Leader Can:
- Give members tasks they can do best
- Train and orient all your members
- Communicate the scope and nature of the delegation
- Give credit to those who do the job
- Delegate the right to be different and wrong
ATTILAISMS: REGARDING DELEGATION

Wise chieftains never place their Huns in situations where their weaknesses will prevail over their strengths.
Good Huns normally achieve what their chieftain expects from them.
A wise chieftain never expects his Huns to act beyond their wisdom and understanding.
A wise chieftain always gives tough assignments to Huns who can rise to the occasion.
Abdication is not delegation. Abdication is a sign of weakness. Delegation is a sign of strength.