DELEGATION
is entrusting others with work for which you are ultimately held responsible.

why should you make this leap of faith?
Because delegation...
1. Allows more people to be actively involved,
2. Distributes the workload,
3. Helps prevent burnout,
4. Provides avenues for new ideas and approaches.

when should you delegate?
1. When there is a lot of work
2. When you feel someone else has particular qualifications which would suit the task.
3. When someone expresses interest in the task
4. When you think a particular person(s) might benefit from the responsibility

when not to delegate...
1. If something is usually your specified responsibility, unless it is an emergency
2. If it is something that you yourself would not be willing to do
3. If a person may not possess the necessary capabilities in order to complete a task
4. If the task is the "hot potato"

To whom should you delegate tasks? To...
1. Someone with the necessary skills
2. Someone with the time available to successfully complete the task
3. Someone who needs to be more involved
4. Someone who needs the growth experience