



Sahara



Lesson 1 of 2



Learning to delegate

To delegate effectively, start by realizing that the other person isn't going to do something the same way you would. It's not going to happen. But that's not necessarily a bad thing either. As a delegator, you're more interested in the result, not how they got there.

Follow these six steps to becoming a successful delegator:

1. **Specify the result you expect.** Many problems, conflicts, delays, and inefficiencies can be avoided just by being clearer from the beginning. Visualize what the final result will look like with the person. For example, explain what the report needs to include, or what you need in the design, proposal, or presentation. Define how success will be measured at the end of the process.
2. **Designate a single person.** When it's not clear who's responsible, the task is more likely to be left undone. Don't dilute responsibility. If you want something done, each individual task must have one single person in charge.
3. **Set a deadline.** If you don't, things get lost in the shuffle. Agree on a realistic date with the other person. This ensures accountability. Don't worry, the person you're delegating to is often much more ambitious than you when setting a deadline. At the end of the day, it'll be easier to have accountability because the other person set the date.
4. **Provide what they need.** In order for them to complete the task correctly and on time, they need to have the right information, training, tools, and budget. It's your job to make sure they do.
5. **Review the task,** delineating a follow-up plan. The objective isn't to control what the other person does, but to monitor their progress, make sure things are going to plan and make needed changes. If you set progress meetings from the beginning, then it won't be seen as meddling or micromanaging, but as part of the regular plan.

6. **Record the task.** If you don't get assignments in writing, it's more likely they won't get done. Do not use email as a day planner as things tend to get lost or overlooked in inboxes. Use a digital tool like Asana, Flow, or Trello. Creating a physical list for the wall is also an option. Ideally, the whole team should have access to it. If that's not possible, it should at least be visible for you and the person you delegated to.

Here are some extra tips for the steps listed above:

- **Give them the freedom to chose how to do something.** Set some ground rules and let the other person figure out the best way to reach the final product. If you want your team to work independently, you can't work through them by proxy. Give them the autonomy to do it themselves.
- **Trust that they can do it.** If you make it clear you trust them, they'll do their best to show you they were deserving of that trust.
- **Let them find the solutions.** Problems are sure to come up along the way. You'll likely be able to step in and solve them quicker and easier than the other person. But if you do this, you'll have to do so every time another problem comes up. Don't answer their questions directly, help them find the answers for themselves.
- **Give feedback.** Offer both positive and constructive feedback throughout the entire process. The person you delegate to should have a clear idea of what they are doing well and, in some cases, what they can work on. Feedback isn't just something you give at the end of the project. It's a continuous and ever-evolving process. To learn how to give effective feedback, check out our video game "Aqua," available on Gamelearn's Campus.

Lesson 2 of 2



Delegating effectively

Managing a team is a full-time job. It means wearing many hats and being able to tackle a wide range of tasks. To have time for everything, you need to learn how to **delegate effectively**.

In your day-to-day, you're almost certainly doing tasks that someone else could be doing. Wanting to do everything yourself makes you less productive and tells your team you don't trust them.

Learning to delegate is part of the process of becoming a **good leader**. It lets you:

- Have more time to focus on more valuable tasks.
- Achieve greater results (through utilizing your team).
- Develop your team's self-confidence and skills.
- Show confidence in your team. This will motivate them and increase trust.