



10 PROVEN WAYS TO DELEGATE

Leave your comfort zone. If you don't feel comfortable delegating, you're not alone. Change is difficult.

Know what matters most. Set priorities and determine which trade-offs are right for you.

Build trust. Surround yourself with talented people who possess a high level of trust and integrity.

Manage the process. Focus on the process as much as on the end result.
And make sure to consider strengths and weaknesses when assigning work.

Be explicit about goals and expectations. Tell people your ultimate goal rather than micromanaging how they do it. Who knows...they may come up with a better way.

Set milestones. Delegating does not mean walking away from an activity until it's complete.
Establish key milestones and review progress along the way.

Delegate responsibility and authority. It's not enough to delegate a task.
Give the person the responsibility and authority to get it done.

Set the right tone. Create an environment in which dialog is open, questions are encouraged,
and mistakes become part of a learning experience.

Give continual feedback. Remember, there's a difference between criticism and constructive feedback.

Recognize and reward excellence. Give credit where credit is due.
Compliment people in public; criticize them in private.



About Frank Sonnenberg

Frank is an award-winning author. He has written six books and over 300 articles. Frank was recently named one of “America's Top 100 Thought Leaders” and one of America’s Most Influential Small Business Experts. Frank has served on several boards and has consulted to some of the largest and most respected companies in the world. Additionally, *FrankSonnenbergOnline* was named among the “Best 21st Century Leadership Blogs,” among the “Top 100 Socially-Shared Leadership Blogs,” and one of the “Best Inspirational Blogs On the Planet.” Frank’s new book, *BookSmart: Hundreds of real-world lessons for success and happiness* was released November 2016. © 2017 Frank Sonnenberg. All rights reserved.

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