



## Do any of the following phrases sound familiar to you?

- “It’s easier for me to do it myself because it would just take too long to explain to someone else.
- “If I do it myself, I know it will get done right!”
- “I was elected/appointed as the group leader – that means there is an expectation that I should be the person who puts in the most time or the long hours – I shouldn’t expect or ask others to do the same”

One of the more difficult tasks for a leader to do is to delegate. However, ineffective delegation can lead to leader burnout, and can also contribute to group members feeling as though they don’t really matter, which can ultimately lead to attrition. **Remember, your members are your greatest resource.** Let them create; let them put their creativity into action!

## Effective delegation is important because it:

- Allows more people to be actively involved
- Distributes the work load
- Motivates members by giving them value and importance
- Helps organizations run more smoothly

## What and When to delegate:

- Matters that keep repeating themselves
- Minor decisions made most frequently
- Details that take up large chunks of time
- When you feel someone else has particular qualifications which would suit the task
- When someone expresses interest in the task

## What and When NOT to delegate:

- Situations where you have to change someone’s behavior
- A decision that involves someone else’s morale
- Something that involves trust or confidence
- Something that you yourself would not be willing to do (including any “menial” work )

## Methods for effective delegation:

- Ask for volunteers – interest and belief in something is one of the greatest motivators for success
- Suggest someone you feel would be good for the task; silence in response to a request for volunteers does NOT necessarily mean lack of interest; often, a person won’t volunteer due to lack of self confidence
- Assign the task to someone; the person can always decline
- Spread the “good” tasks around – good jobs give people status and value; make sure the same people don’t always get the good tasks – spread the wealth!