

Delegating Effectively Worksheet

Project/Task Name:

Date:

Delegating both develops and engages your team members, and also frees up more time for you to focus on critical initiatives and tasks that match your unique strengths. Use the **P.A.C.E.** model to delegate effectively: **Prepare** to delegate, **Assign** the project, **Check-in** periodically, when the project is complete **Evaluate** the results and give feedback.

PREPARE

- Which projects or tasks should be delegated? Consider importance, urgency, and risk with each.
- Who on your team has the time to take on additional work?
- Who on your team has the skill needed for the delegated project?

NOTES

ASSIGN

Meet with your team member to assign the project.

- What is the goal of the project? What is your intent as the leader? (*Delegate results, not process!*)
- What are the details and background of the project?
- When is the project due?
- What resources and support are available? What are the constraints?
- What level of autonomy and authority does your team member have to complete the project?
- How will you be evaluating the project when it's complete? What are your success metrics?

NOTES

CHECK-IN

- How often will you check-in on the project?
- What methods will you check-in and offer support (e.g., during weekly 1-on-1 meetings, daily email queries, monthly reports in project management software?)
- NOTE: Be careful not to micromanage!

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EVALUATION

- How will you evaluate the project when it's complete?
- What success metrics will you use (time, quality, cost, level of support needed, other?)

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