

7 Levels Of Delegation

Action Planning

Working Through The 7 Levels

Think of some tasks that you complete that you should really be delegating. Write these down.

Be clear on what the task is, when it needs to be completed and how it needs to be done.

Next, think about your team and which of them have the skills, abilities and time to complete the tasks.

For those within your team that can potentially carry out the task write down which of the levels you would need to use to delegate the task to each person in the most appropriate way and write down exactly your approach for each.