How to Start your Own Delegation System

	Question	Answer
Task	1. What task is to be delegated?	
	2. What are you trying to achieve? (Getting stuff done, learning, practice, teamwork, etc)	
	3. What results / standards are expected?	
	4. Deadlines?	
	5. Controls?	
Person	From your skill development grid, who are your options?	
	What learning / safety needs are there first?	
	How will you meet those learning / safety needs?	
	How will & able is your choice?	
	What delegation style is best?	

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From your skill development grid, you might have a number of people at a number of different stages on a number of different skills. Sometimes you just need something done quick and right. Sometimes you might have leeway to delegate to a less-skilled person to help develop them and your wider team's capacity. Not all delegations are equal. People are different and need to be treated differently.

In 3 of the 4 delegation scenarios in the delegation planner to the right, you would delegate but take variables into account. For example, someone who is skilled & willing you'd need to factor in fairness and risk of burnout. It's tempting to flick everything to those people.

Someone who is skilled but less willing might need to be 'sold' on the idea with a WIIFM (What's in it for me).

For someone who is neither skilled nor willing, if you have other choices, it's probably not worth it. Remember this planner is skill-specific so this person might be generally skilled and willing but for this skill, not so much…

High Skill

- Sell it
- WIIFM
- Checks

- Burnout
- Fairness
- Resentment
- Balance

Low Willingness ← → *High Willingness*

- Is it worth it?

- Learning
- Training
  Reference guide
- Support
- Feedback
- Buddying
- Accept the price of their education

Low Skill