

6 Steps To Effective Delegation

TASK	PERSON	REASON	AUTHORITY LEVEL (1-5)	SUPPORT & RESOURCES	CONNECTION & FOLLOW-UP

Authority Levels: whenever you delegate a task, you need to make it clear what level of authority you are conferring to others:

1. **Level 1: Do exactly what I have asked you to do.** Don't deviate from my instructions. I have already researched the options and determined what I want you to do.
2. **Level 2: Research the topic and report back.** We will discuss it, and then I will make the decision and tell you what I want you to do.
3. **Level 3: Research the topic, outline the options, and make a recommendation.** Give me the pros and cons of each option, but tell me what you think we should do. If I agree with your decision, I will authorize you to move forward.
4. **Level 4: Make a decision and then tell me what you did.** I trust you to do the research, make the best decision you can, and then keep me in the loop. I don't want to be surprised by someone else.
5. **Level 5: Make whatever decision you think is best.** No need to report back. I trust you completely. I know you will follow through. I know you will use good judgment as to when/what to fill me in on. You have my full support.