

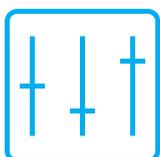
The Rockstar Project Delegation Checklist

Delegation is one of the most important management skills. Unfortunately, few business owners ever make, or take the time to learn and master the art adequately. As a result, owners frequently end up doing the job themselves and blame the other person for this poor outcome.

The reality is that failed delegation is almost always the fault of the person assigning the task to an employee or external supplier. The task is not explained clearly enough, the task is delegated to the wrong person, or the owner's ego and desire for control gets in the way.

<p>Use our tried and tested delegation methodology to help bring your delegation skills up to speed and to avoid the trap of management by abdication and the “no one can do it like I can” syndrome.</p>	<p>1 Be clear on the objectives – define it clearly in your mind.</p>	<p>2 Identify the right person for the project; thinking about expertise, experience, skills, workload, trustworthiness, reliability. Ensure the person has relevant task maturity.</p>
<p>3 Communicate the goal / objective of the project to the designated person. What is the desired end result?</p> 	<p>4 What kind of deliverable are you expecting? Is it a 5 page report, a slideshow, an event, commentary or other?</p>	<p>5 What is the deadline? When does it have to be completed by? Think about breaking it down into shorter time chunks so that you can monitor progress and adjust accordingly. Maybe you could ask for a shorter deadline in order to give you some time to tweak or improve if necessary.</p>
<p>6 Available resources. Is there a specific budget allocated to the project? Existing tools or templates that can be used? Key people that can have an input?</p>	<p>7 Ways of doing things. If you expect a particular process or procedure to be followed, is there a policy or way of doing it that needs to be respected?</p>	<p>8 Risks – Is there anything that the person should be aware of or any potential problems or challenges that might be encountered within the project?</p> 
<p>9 Reporting back – How do you want to be kept up-to-date with progress? What should they do if they need more information or have any questions? Put the agreed milestone dates in your shared diaries.</p>	<p>10 Handover of the project. Ensure that you allow ample time for the handover of the project in order to be able to discuss any details or ask any questions. Get the person performing the task or project to summarise the key points in writing to ensure their understanding is clear and reflects your vision accurately.</p>	<p>11 Feedback. Provide feedback, reward or constructive criticism to the person and identify any areas for improvement on both sides in preparation for next time.</p> 

A prize worth practising



Just like driving a car, it takes practice to delegate well and for the person being designated with the task or project to master delivering what you are asking. Neither of you will get it right first time, every time. It is an iterative process. Yet effective delegation and communication hold the key to transform your business – its reliance on you and your experience of running it. The power of leverage via effective delegation can be immense, especially for repetitive tasks, so this is very much a skill and a prize worth getting in the practice to achieve Rockstar mastery.

For more resources about effective delegation go to <https://rockstarretirement.com>