



How To Be A Great Delegatee

Many of us have learned the virtues and necessity in delegating responsibilities and tasks. This is typically learned from the delegator's point of view. However, since many more are delegatee's, there isn't much that I have seen on how to be a great delegatee.

Being a great delegatee will quickly distinguish you as someone who can be trusted and gets things done.

Here are my thoughts on how you can become a far more effective delegatee:

Checklist: *How to be a great "Delegatee"*

1. Take notes when something is being delegated to you. Confirm with the delegator what a successful outcome looks like in terms of:
 - a. Financial
 - b. Timing
 - c. Qualitative
 - d. Other quantitative or qualitative measures
2. Confirm with the delegator any restrictions, boundaries or must haves i.e. Don't spend more than \$X on this, don't spend more than Y hours on this, make sure the final outcome has X, use this specific process / company / department to get it done, must run this by (or involve) our legal (or other) team for approval, etc.
3. Confirm with delegator what level of authority you have to get the task accomplished – full, partial, none?
4. Confirm with the delegator what level of visibility / cadence of approval and reporting they would like to have (on one or all areas that are delegated to you).
5. If the item delegated competes with other priorities, confirm the relative importance of the item.

6. If outside your skill set, confirm with delegator that they understand and are still OK with it.
7. DWYPYWDWYPYWDI. Do what you promised you would do when you promised you would do it
8. If you get stuck / delayed, let the delegator know ASAP. Try to resolve it yourself or through other resources first, but if need be, get the delegator involved again for their ideas to keep it moving forward.
9. Upon completion, debrief with the delegator using the K-S-S model. Keep doing, Start doing, and Stop doing.

My suggestion would be to keep this list handy (maybe save as a note on your phone) and confirm you have all this information from the delegator to be an exceptional delagatee.

Checklist: *How to honor your word when you can't keep your word*

1. Do everything you can to DWYPYWDWYPYWDI
2. If you can't DWYPYWDWYPYWDI, let the delegator know ASAP.
3. Acknowledge the broken promise without excuses.
4. Acknowledge the impact it has on the delegator, the team, and the main process it impacts.
5. Share what your new commitment is to keep your word. Ask the delegator if this is acceptable and work to a revised agreement.
6. Share what you plan to do in the future to avoid repeating the same situation.
7. DWYPYWDWYPYWDI