STRUGGLING TO DELEGATE?
REPLACE DELEGATION BLOCKERS WITH ENABLERS

Blockers:

- I'm the only one who can do this.
- It will go faster if I just do this myself.
- If I can let an employee do it, then why do they need me as a manager?
- My boss appreciates me for doing this work.
- If I don't do this, we'll never catch up.
- This has to be done perfectly.
- I can't say 'no' because people will get mad at me, be disappointed, or won't like me anymore.
- My employees are already overloaded with work, so I need to take this on.

Enablers:

- Helping others learn will lighten my load and boost their professional development.
- Doing this myself is a short-term time savings but a long-term loss. I choose to invest my time in more important things.
- My boss and team see my value in the way I lead and manage and not just by the amount of work I complete.
- I will do my best, knowing that there will always be more to do.
- Politely saying no and setting boundaries is essential for me to spend my time/energy on what is most important.
- I need to protect the wellbeing of myself AND my team. I do that by distributing work fairly and communicating up when volume gets too high.

THOUGHT QUESTIONS:

What are your main priorities? Are you spending time and energy on tasks only you can do?

Do you trust others' abilities and skills enough to delegate important tasks to them? Why or why not? If there is a lack of trust, how will you address this?

What can you delegate to empower your team and help them professionally grow?

Are you setting clear expectations? Are you providing the resources needed for others to follow through?