

The Art of Delegation

3-Step Framework: Lead Smarter, Not Harder



APA
RESULTS
INC.

Step 1

Clarify the Outcome

"People can't deliver what they don't understand."

Before you delegate, paint a clear picture of success

- Define **what** you're asking for and why it matters.
- Explain the **desired result**, not just the task.
- Discuss **boundaries** — what decisions they can make, and when to come back for guidance.
- Confirm understanding: ask them to summarize what success looks like in their own words.



Tip: If you can't describe the outcome in one or two sentences, you're not ready to delegate it yet.

Step 2

Enable the Person

"Delegation isn't dumping work — it's developing people."

Once expectations are clear, give your team the tools and confidence to succeed.

- Share background context, key contacts, and any templates or examples.
- Identify potential challenges early and offer support, not solutions.
- Schedule a short first check-in to ensure alignment.
- Let them know you **trust** them — people rise to the level of belief you place in them.



Tip: Ask, "What do you need from me to make this successful?" — then listen.

Step 3

Inspect What You Expect

"Follow-up is not micromanagement — it's leadership in motion."

Delegation doesn't end when you hand off the task — stay connected and supportive.

- Set regular touchpoints — brief, consistent check-ins to stay informed.
- Use questions like: "What's working?" "What's stuck?" "What's next?"
- Celebrate small wins and acknowledge effort publicly.
- Offer feedback that builds confidence and accountability.



Tip: Accountability should feel like partnership, not policing.

Closing Thought

Delegation is less about removing work and more about creating **capacity, confidence, and connection**.

When you clarify, enable, and inspect — you empower your team, free your time, and multiply impact.

Because doing it all isn't leadership — it's exhaustion.