



Delegating Tasks

In both business and personal situations, sometimes it makes the most sense to do things yourself, and sometimes it makes more sense to delegate certain tasks to someone else. Being able to delegate effectively is one of the keys to success. Follow the steps below to delegate a task.

<p>Task or Project to be Delegated</p>	
<p>Objective or Desired End Result</p>	
<p>Best Person for Task or Project</p>	
<p>Information or Training They Will Require</p>	
<p>Delegatee Concerns</p>	
<p>Timeline or Steps to Complete Task/Project</p>	