Have you ever felt overwhelmed? Do you have a to-do list that never ends? As a student organization leader, you are not only a busy student, but you have many responsibilities for your organization. Delegation is a skill that will alleviate your stress and feeling of having too much on your plate, allow you to focus on the highest value tasks, and also allow you to share work and give responsibility to other members of your organization. Your members are your greatest resource to get the job done right and they feel more invested in the organization if they take on responsibility.

Why should I delegate?
- Allows for more people to be actively involved in the organization
- Distributes the workload
- Motivates members by giving them value and a sense of importance
- Helps organizations run effectively and efficiently

What should I delegate?
- Frequent tasks that repeat
- Details that take up large chunks of time
- Specialized tasks that you feel someone is particularly qualified or talented to accomplish
- Tasks that readily generate volunteers

When should I avoid delegating?
- The task is something you would not want to do yourself (menial work)
- Someone is under or overqualified
- The work is your own specified responsibility
- The situation is confidential

What does effective delegation look like?
- **Select**: Choose the right member of your organization for the job. Ask yourself, does this person have the necessary skills to get the job done well and within the given timeline?
- **Explain:** Let the individual know why he or she was chosen to complete the task. By doing this, he or she will feel motivated to complete the project and will be even more invested in your organization.
- **Define:** Clearly describe the individual's responsibilities, your expectations, the goals of the task, and a timeline for completion.
- **Discuss:** Have a conversation with the individual about the task given to him or her in order to brainstorm ideas and create a joint understanding of the project.
- **Support**: Share knowledge and information with your group member and act as a resource to him or her when needed. While supporting your group member you will also want to give honest feedback and provide words of inspiration and encouragement.
- **Follow Up**: Check in with your group member periodically to see how the task is progressing and if there are any questions that need to be answered. Does anything need to be clarified?
- **Evaluate:** Once the task has been completed, it is important for both of you to evaluate and measure the successes and or failures of the project. Was the task completed on time? Did your group member meet the expectations outlined? Could anything have been done differently?
- **Praise:** Acknowledge and thank your group member for a job well done!

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