

Delegation Worksheet

I am delegating _____ the responsibility of _____.
[fill in name] [fill in responsibility]

Agree on expectations

1. WHAT needs to be done?

Describe the outcome you are looking for. Try to be specific about your goal. (i.e. "UMD SSDP will host a screening of a marijuana documentary with at least 50 people in attendance")

2. WHEN does the task need to be completed?

If there are other critical dates along the way, note that here too. (i.e. "The deadline for reserving the room is 10/13-one month before the event. AV arrangements need to be made by 11/6-one week before the event.)

3. WHERE can your chapter member/officer find resources to help make it happen?

These can include people, places, and/or things. (i.e. "Jane organized a screening like this at her school, so talking to her about her experience might help. Our chapter can use the copy machine in the student resource office on campus. Edward can help you with the paperwork for paying for the room reservation. The SSDP website has sample flyers and templates, as well as a list of marijuana documentaries.")

4. WHY does this work matter, and why is this person the one to make it happen?

It's important not to overlook this step. Always remember to remind people how important our work is and how it wouldn't be possible without their contributions. (i.e. "This event will get people talking and thinking about the issue of marijuana policy, and many will want to get more involved after seeing a well-run, successful event. After seeing the film, they'll tell their friends about it and about SSDP, helping to build our movement. You did such a great job helping with our LEAP event last semester, so I'm confident you can take the lead on this screening.")

5. WHO else should be involved?

Does the person need to get any part of the task approved by anyone? Do they need to keep certain folks in the loop? (i.e. "Once you have a film in mind, let me know what it is so I can approve the choice before you move forward. The date and location need to be cleared with the reservations office.")

6. Tips of HOW to do it (if any):

7. How will you follow up to make sure you and your chapter member/officer are aligned on key points and next steps?

- Verbal repeat-back (i.e. "Just to make sure we're on the same page can you tell me what you're taking away from this?")
- Written/Emailed repeat-back (i.e. "Just to make sure we're on the same page, can you send me a quick email summarized what we discussed today?")

Other: _____

Stay engaged

What specific products or activities (e.g., outlines, data, drafts, etc.) will you want to review or see in action to monitor progress?

Early on (Approximate Date - / /):

Midstream (Approximate Date - / /):

On the back end (Approximate Date - / /):

Create accountability and learning

When and how will you debrief on how things went? Can you schedule that now?

Adapt your approach

Given the difficulty and importance of the task and my chapter member/officer's will and skill for this task, my approach should generally be:

Very hands-on

Moderately hands-on

Relatively hands-off

A final note about delegation

Remember, the responsibility is ultimately on you to make sure that the task is taken care of, so just telling someone what to do is not enough. You must remain engaged in the process, paying attention to what is getting done or not getting done, keeping track of who said they would do what by when and holding people accountable. Whenever you notice something might not be going the way it should be, it's important to communicate your observations clearly, directly, and quickly to the person in question. You owe it to them to be honest about your expectations, and they will appreciate straightforward feedback as it will help them be more successful at their task. It might feel strange at first, but developing a strong method of delegation will help you get more done in a more effective way. It also helps develop your chapter members and officers into stronger and more organized members of your team. (Almost) any task can be delegated, from something simple like making a 1/4 page flyer to promote your next chapter meeting to something as complex as lobbying campus administrators to adopt a "Call 911" Good Samaritan Policy, or finding and training new leaders to take over after you graduate. In the wise words of an SSDP staff member's 8th grade teacher: "Work smarter, not harder".

