

# **LEADER READERS**

## *Delegating*

### **TRYING TO DO IT ALL**

This may sound like the right and appropriate thing for you to do as the leader of a group. However, doing so not only hurts you in the long run, it hurts your members. Just because you are the leader, this does not mean you have to burn the candle at both ends to be credible. What makes a good leader is knowing your limits to avoid burnout and knowing how to let others be involved and make decisions. You may be thinking it's easier to do it yourself than to delegate and explain the task to your members. Take a chance. Get others involved and step back. It may not be EXACTLY what you wanted, but in the end it will build a better relationship between you and the members leading to a stronger team.

### **WHY DELEGATE?**

- Better quality
- Buy in – lets others be included
- Retention
- Be a team player
- Know your limits
- Reduce stress
- Builds future leaders
- Work toward common goals
- Builds trust

### **HOW TO DELEGATE?**

- Know your members
- Know their strengths/weaknesses
- Know your strengths/weaknesses
- Establish common goals
- Share experiences – do not delegate just the undesirable duties
- Don't ask others to do things you are not willing to do yourself
- Let go
- Trust
- Communication!! Keep in touch with your members. Check on progress! ESSENTIAL
- Accountability

(over)

**Leader Readers are a service of the Center for Student Development (CSD), created to support student organization success at Texas Woman's University. For more information, please contact the CSD at (940) 898-3626 or visit us on the first floor of the Student Center, 116.**

# ***LEADER READERS***

## **THOSE WHO DELEGATE TEND TO BE:**

- Approachable
- Open-minded
- Provides information
- Provides the tools necessary
- Provides credit

## **THOSE WHO DO NOT DELEGATE:**

- Authority oriented
- Not open to conflicting ideas
- Micro manage
- Intolerant of mistakes
- Blames others

**Those who have chosen to follow you as a leader are your greatest resource...Let them create, let them put their creativity into action...  
LET THEM LEAD!!!**

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