

Should You Delegate?

The skill of delegation is essential for effective time managers to master. Delegation of tasks enables a busy person to free up valuable time and energy. It is, by definition, the ability to appoint someone else to act on your behalf.

Instructions: Place a check mark by any of the statements that you consider to be reasons not to delegate your tasks.

- I should be able to do it by myself.
- It has to be perfect.
- Other people can't do it all.
- Delegating is a cop out. It's only for disorganized people.
- I feel guilty asking someone else.
- It would take longer to explain how I want it done than to do it myself.
- People will think that I'm not capable of this job.
- I'd be giving up my power.

All of the above statements are popular myths about delegation. They demonstrate a need to better understand the benefits of delegation.