

# Evolutionary Leader Program

## Delegation Planning and Execution

### Define Task Objectives:

For each task from your list in Exercise 8.1, clearly outline the specific objectives. What is the desired outcome or goal for each task?

| <b>Task Being Delegation</b><br><i>(From Exercise 8.1)</i> | <b>Objectives</b> |
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*\*If you have more Tasks to list, feel free to pull out some sheets of paper to continue your list\**

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### Set Clear Expectations:

Establish what is expected from the team member(s) handling each task. Consider quality standards, necessary resources, and any specific methods or processes they should follow.

| <b>Task Being Delegation</b><br><i>(From Exercise 8.1)</i> | <b>Selected Team Member Expectations</b> |
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### Establish Progress Check-Ins:

Decide on regular intervals for checking in on the progress of each task. Determine the most appropriate communication method (e.g., meetings, emails) and frequency (e.g., weekly, bi-weekly).

| <b>Task Being Delegation</b><br><i>(From Exercise 8.1)</i> | <b>Regular Check<br/>In Frequency</b> | <b>Appropriate<br/>Communication Method</b> |
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## Delegation Planning and Execution

### Determine Deadlines:

Assign realistic deadlines for each task to ensure timely completion. Consider the complexity of the task and the team member's workload when setting these timeframes.

| <b>Task Being Delegation</b><br><i>(From Exercise 8.1)</i> | <b>Deadlines</b> | <b>Notes</b> |
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## Delegation Planning and Execution

### Set Healthy Boundaries:

Define boundaries to protect your time and energy while maintaining support for your team. Clearly communicate your availability for questions and assistance, ensuring you provide guidance without compromising your own responsibilities and well-being.

#### ***Healthy Boundary:***

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*\*If you have more Healthy Boundaries to list around Delegation, feel free to pull out some sheets of paper to continue your list\**

## Evolutionary Leader Program Delegation Planning and Execution

## Document the Plan:

- ☐ Create a comprehensive document summarizing the objectives, expectations, check-ins, deadlines, and boundaries for each delegated task. This document should serve as a reference for both you and your team members to ensure mutual understanding and accountability.

### Reflection:

Reflect on how this structured delegation plan will enhance your leadership effectiveness and team productivity. Consider how these practices align with the strategic goals of your organization.

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