

Week 27

Delegate with Clarity



7/6/26

Why it Matters: People can't succeed if they don't understand the full picture. Clear delegation creates confident employees, stronger teams, and future leaders who can think independently instead of waiting for instructions.

This Week's 1% Better Practice:

Before delegating a task this week, spend five extra minutes explaining why the project matters, what success looks like, and what context the person needs to know. You'll save hours of confusion later.

Applying It:

Plan & Prepare. What is a project that you are currently delegating, or plan to delegate? _____

Ask Yourself: Why am I delegating this?

☐ To develop someone's skills

☐ To create ownership

☐ To expand capacity

☐ Other: _____

What context do they need?

History? _____

Stakeholders? _____

Known Challenges? _____

What does success of this project look like? _____

What guardrails should I provide? _____

How will I support them? (Check all that apply)

☐ Weekly check-ins

☐ Available for questions

☐ Scheduled coaching conversations

☐ Mid project review

☐ Other: _____

Reflect. After the project, answer the following questions:

What went well? _____

What would I communicate differently next time? _____

