MBC Quick Guide

Mindful Business Charter

"Delegating feels like more trouble than it's worth."

The Situation

I have too much to do and know I need to delegate, but it feels like it would be quicker just to do it myself.

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Why this happens

Particularly when we're stressed, we can assume it's quicker and easier to do everything ourselves. Taking a moment to assess what really needs your attention – and where you could ask for support – can give you a better perspective, while enabling and empowering others.

Try this

1. Think about who: are they the right person, and do they have capacity?
2. Explain why: give them the purpose and wider context.
3. Be clear about what: agree the output and level of detail required.
4. Agree when: discuss a realistic deadline rather than simply imposing one.
5. Invite questions: make it easy to clarify anything that's unclear.
6. Offer support: make sure they know they can ask for help or push back.

What the experts say

"Good working relationships are built on communication and trust. Delegating well means being clear about what you need, but also trusting others to use their own skills and judgement to get there."
Richard Martin



Want to go deeper

- READ: MBC: Mindful Collaboration Checklist
- MORE: Related MBC resources

Remember

Clarity when delegating gives people the confidence and autonomy to take ownership.

Any questions? Having trouble logging into the MBC Member resources? Drop us a line info@mindfulbusinesscharter.com