

EFFECTIVE TASK DELEGATION

D

Description

Give an overview of the task and discuss what the task aims to achieve.

I

Intention

Why the task is done and why it is important, how does it fit into the bigger picture? Providing this information makes mundane and/or repetitive tasks more meaningful and will improve results by giving the employee a sense of purpose.

D

Deliverables

What are the outputs from the task, how should they be saved/delivered? What templates are used? What evidence do you need to know the task has been completed correctly?

A

Access

What permissions/passwords/logins etc are required? Which Teams or Projects does the person need to be a member of in your project management app? What folders do they need access to and what privileges e.g. read only or edit? Do they need access to any specific templates to complete the task?

C

Checks

How will the VA know they have completed this task properly? What should they check before submitting their work? Are there any common mistakes they should watch out for?

T

Time

How long do you expect the task to take? This is a crucial part of effective delegation to ensure time isn't wasted by the employee spending too long on a task.