



10 Levels of Delegation

1. Do what I tell you to do.
2. Review the situation and brief me on it, after which I will decide what has to be done.
3. Review the situation and brief me on it, after which we will decide together on what has to be done.
4. Review the situation and tell me what you need to accomplish the work, after which we will decide together on what has to be done.
5. Provide me with an analysis of the situation accompanied by a recommendation or proposal. I will then decide if you can carry it out.
6. You decide what has to be done and inform me of it. After receiving my approval you can begin.
7. You decide what has to be done and inform me of it. If you hear no objections from me, you can begin.
8. You decide what has to be done and carry it out. Afterwards you let me know what your decision was and how it went.
9. You decide what has to be done and carry it out without informing me.
10. You decide when something needs to be done and you organize everything yourself.