

The Five Levels of Delegation

Level 1: Do as I say. This means to do exactly what I have asked you to do. Don't deviate from my instructions. I have already researched the options and determined what I want you to do.

Level 2: Research and report. This means to research the topic, gather information, and report what you discover. We will discuss it, and then I will make the decision and tell you what I want you to do.

Level 3: Research and recommend. This means to research the topic, outline the options, and bring your best recommendation. Give me the pros and cons of each option, then tell me what you think we should do. If I agree with your decision, I will authorize you to move forward.

Level 4: Decide and inform. This means to make a decision and then tell me what you did. I trust you to do the research, make the best decision you can, and then keep me in the loop. I don't want to be surprised by someone else.

Level 5: Act independently. This means to make whatever decision you think is best. No need to report back. I trust you completely. I know you will follow through. You have my full support.