

Reflection Guide: Busting Delegation Myths & Empowering Your Team

Use this guide to turn common delegation misconceptions into moments of growth—for you and your people. Journal, discuss with a peer, or workshop it with your team.

Purpose & Objectives

- Clarify why delegation matters beyond workload relief.
- Surface personal barriers and blind spots.
- Build a concrete action plan to delegate with intention.

How to Use This Guide

1. Set Aside 30–45 Minutes

Find a quiet spot, open a journal or digital whiteboard.

2. Work Myth by Myth

Read each misconception, pause, then answer the reflection prompts.

3. Create Your Action Plan

Complete the table in Section 6 and commit to next steps.

Myth 1: “It’s Faster If I Do It Myself”

- Reflection Prompts
 - Recall a recent task you “saved time” on by doing it yourself. What was the real cost—bottleneck or burnout?
 - How might your team’s capability have grown if you’d delegated instead?
- Discussion Questions
 - In what scenarios is speed truly more important than development?
 - How can you balance short-term deadlines with long-term team growth?

Myth 2: “They Won’t Do It the Way I Would”

- Reflection Prompts
 - List three tasks you’ve “perfected” and won’t relinquish. Why?
 - What new ideas or approaches might you be missing by holding on?
- Discussion Questions

- How do you define “right” in execution? Outcome vs. process?
- How can you invite alternative approaches and still maintain standards?

Myth 3: “Delegation Means Losing Control”

- Reflection Prompts
 - Describe a time you felt out of control after delegating. What support was missing?
 - What control do you truly need—direction-setting or task oversight?
- Discussion Questions
- How can you shift from controlling details to influencing outcomes?
- Which monitoring rhythms (check-ins, dashboards, 1:1s) can replace micromanagement?

Myth 4: “My Team Isn’t Ready”

- Reflection Prompts
 - Identify one person you assume isn’t ready. What evidence contradicts that belief?
 - How might you test stretch assignments without risking the project?
- Discussion Questions
- What mini-experiments can safely surface hidden potential?
- How can you co-design a development pathway with that team member?

Myth 5: “If They Mess Up, I’m Still Responsible”

- Reflection Prompts
 - What fears surface when you own someone else’s mistake?
 - How can you reframe errors as teachable moments rather than failures?
- Discussion Questions
- How do you coach through mistakes without undermining confidence?
- What accountability structure ensures learning and trust?

Myth 6: “Delegation Is Dumping”

- Reflection Prompts
 - Think of a hand-off you've regretted. What contextual gaps existed?
 - How would you redesign that hand-off with context, clarity, and coaching?
- Discussion Questions
- Which three pieces of information are non-negotiable in any hand-off?
- How can you tailor communication to different learning styles?

Myth 7: “I’ll Become Dispensable”

- Reflection Prompts
 - What makes you indispensable today? What could make you irreplaceable tomorrow?
 - How does multiplying others’ impact amplify your own leadership legacy?
- Discussion Questions
- In what ways have you seen a leader’s influence grow as they empowered others?
- How can you measure your success by team achievements, not personal output?

Personal Delegation Action Plan

Task to Delegate	Myth You’re Battling	Context to Provide	Success Criteria	Coaching Approach	Deadline

Next Steps & Accountability

- **Peer Share:** Partner with a peer or mentor—swap action plans and commit to check-ins.
- **Reflection Rhythm:** Block quarterly slots to revisit myths and progress.
- **Celebrate Wins:** Acknowledge every team member growth moment you sparked through delegation.

Beyond Delegation: What's Next?

- Explore how cognitive biases (e.g., the IKEA effect) skew our comfort with hand-offs.
- Leverage nudge theory to build a team culture that celebrates stretch assignments.
- Integrate servant-leadership principles to deepen trust and stewardship.