

Levels of Authority

As a leader, whenever you delegate a task, you need to make it clear what level of authority you are conferring to others:

Level 1: 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 the topic and report back

We will discuss it, and then I will make the decision and tell you what I want you to do

Level 3: Research the topic, outline the options, and make a Recommendation

Give me the pros and cons of each option, but tell me what you think we should do. If I agree with your decision, I will authorize you to move forward

Level 4: 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: 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.

From Michael Hyatt, author, blogger and speaker