



10 Ways to Manage Yourself or Others on an “Outgrown” Task

How To Manage Yourself When You’ve “Outgrown” a Task	How To Manage Others Who Have “Outgrown” a Task
1. Ask for the opportunity to direct others on this task.	1. Allow the employee to direct others on this task, making sure they have demonstrated some skill in managing others.
2. Self-evaluate - both process and outcome.	2. Expect the employee to self-evaluate, and ask to be kept in the loop informally.
3. Clearly define and ask for how and when you would like support.	3. Ask the employee how and when they would like support – and abide by those requests as much as possible.
4. Outline your own action plan.	4. Be available to review the action plan, and refrain from making changes unless you anticipate a serious problem.
5. Ask for opportunities to teach or mentor others.	5. Provide opportunities for the employee to teach or mentor others.
6. Take charge by going above and beyond what is asked or expected of you.	6. Communicate your expectation that your employee will take charge.
7. Keep others informed without prompting.	7. Expect your employee to keep others informed without prompting.
8. Challenge yourself.	8. Ask the employee to challenge him or herself, or suggest ways that the employee can make the task more challenging.
9. Ask questions and share concerns, suggesting your own solutions to problems.	9. Listen to concerns and serve as a sounding board, giving minimal advice and instruction.
10. Feel confident that you can achieve the desired results with minimal supervision on this task.	10. Express confidence in the employee’s ability to get the desired results.