

Checklist for managers: Effective task allocation in the team

1. Create clarity:

- ☐ Are all tasks clearly described and assigned a goal?
- ☐ Does every team member know exactly what they are responsible for?

2. Take competences into account:

- ☐ Am I focussing on the strengths and development potential of my team?
- ☐ Does the task match the qualification - or does it offer learning opportunities?

3. Check Fairness:

- ☐ Is the workload evenly distributed?
- ☐ Are tasks assigned fairly and transparently?

4. Ensure communication:

- ☐ Have all tasks and responsibilities been openly communicated?
- ☐ Are there regular check-ins or feedback rounds?

5. Promote trust:

- ☐ Do I give them enough freedom to make their own decisions?
- ☐ Do I control results - or people?

6. Live adaptation:

- ☐ Do I regularly check whether the distribution of tasks still fits?
- ☐ Do I react flexibly to changes in the team or in the project?

7. Show appreciation:

- ☐ Are achievements made visible and recognised?
- ☐ Are we also celebrating small successes as a team?