

## Delegating Tasks Effectively: C.A.R.E. Framework

*Delegation is one of the most important leadership skills for college student leaders. It helps prevent burnout, empowers team members, and ensures your club or organization runs smoothly. Use the C.A.R.E. Framework to delegate tasks clearly and effectively.*

**C – Choose the Right Task:** delegate repeatable tasks, skill-building opportunities, and operational logistics

**A – Assign the Right Person:** Match tasks to skills and interests, consider availability and workload, ask about goals and strengths

**R – Relay Clear Instructions:** be specific about what needs to be done, when it's due, how to do it (resources, steps) and why it matters

**E – Evaluate and Encourage:** follow up on progress, offer feedback and support, celebrate wins

### Tools to Make Delegation Easier

GroupMe/Discord – Quick team communication

Google Drive – Shared documents and checklists

Trello/Asana – Visual task boards

When2Meet – Easy volunteer scheduling

**Pro Tip:** The best tool is the one your team will actually use. Start simple and grow over time!

### Reflection Prompt:

What's one task you can delegate this week, and to whom?

Write it down and commit to following through with clear communication using the C.A.R.E. framework

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