



Roadside Reflection: “Building Strong Support Systems: Sharing the Workload & Delegating Responsibilities”

Why It Matters

- Prevents burnout and stress
- Builds trust and collaboration
- Encourages growth and development in others
- Creates efficiency and balance within the team

Tips for Building Support Systems

1. Know Your Strengths & Limits
 - Be clear about what you do best and where you need support.
 - Recognize when your plate is full.
2. Build a Team Mindset
 - Treat workload as a shared responsibility, not an individual burden.
 - Acknowledge and appreciate each person’s contributions.
3. Communicate Clearly
 - Share expectations, deadlines, and goals upfront.
 - Provide context so others understand why their role matters.
4. Identify Reliable Support
 - Lean on peers, mentors, or colleagues who complement your skills.
 - Create networks across teams or departments.
5. Encourage Open Dialogue
 - Invite others to share when they need help.
 - Normalize asking for assistance instead of seeing it as a weakness.

Tips for Delegating Effectively

1. Match Tasks to Strengths

- Delegate based on skills, interests, and development goals.
- Don't just give away tasks you don't like—consider who can grow from them.

2. Provide Clarity, Not Micromanagement

- Define the outcome, deadlines, and resources.
- Allow room for autonomy and problem-solving.

3. Set Check-In Points

- Agree on progress updates instead of hovering.
- Use them as coaching opportunities, not corrections.

4. Trust the Process

- Resist the urge to “take it back.”
- Support, encourage, and let others learn through doing.

5. Celebrate Success

- Recognize achievements and give credit where it's due.
- Reflect together on what worked and what can improve.

Action Steps You Can Take

- ✓ Make a list of 3 tasks you can delegate this week.
- ✓ Identify 1 colleague, team, or support system you can lean on when workload increases.
- ✓ Schedule a 15-minute check-in with your team to openly discuss current workloads.
- ✓ Practice saying “yes” to support and “no” to overcommitment.
- ✓ Acknowledge one person today for helping lighten your load.

Remember: Building support systems and delegating isn't about giving away responsibility—it's about multiplying strength, creating balance, and fostering growth for everyone.