



Mindful Delegation

PRACTICABLE GUIDELINES
FOR LEGAL WORKPLACES



MINDFULNESS MATTERS

Mindful delegation builds stronger legal teams, reduces stress, and fosters fairness, clarity, and psychological safety. It helps both delegator and delegate grow with intention—laying the groundwork for a more sustainable legal profession.

This guide offers flexible, practical actions firms can tailor to their own organisational realities.

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5-step Guide to Mindful Delegation

1. Be Clear on Purpose and Expectations

- Explain the task, its importance, and context
- Agree on format, detail level, and output
- Confirm understanding and clarify ambiguity

2. Align the Task with the Right Person

- Choose based on skills, interest, and availability
- Rotate tasks to avoid overloading one person
- Clarify if collaboration or re-delegation is feasible
- Balance efficiency with development goals

3. Plan for Flexibility and Human Needs

- Consider leave, workload, and competing priorities
- Encourage timeline discussions to set clear deadlines
- Offer optional check-ins
- Avoid late or end-of-week tasks unless necessary & explain why

4. Follow Through Respectfully

- Stay engaged without micromanaging nor taking over
- Support in clearing bottlenecks
- Communicate changes early
- Acknowledge effort and results

5. Reflect, Learn and Improve

- Hold two-way feedback sessions
- Assess impact on confidence and stress
- Adjust practices based on feedback