

# DELEGATION CHECKLIST

## DELEGATION STATEMENTS

Respond to the following short delegation statements' with a simple yes or no. Yes means that you generally do what is stated and no means that generally you don't. If you are not sure how to answer, insert a question mark. Write any additional responses you have to the statements in the "comment"

column.

**YES**      **NO**  
**COMMENTS**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | I delegate appropriate amounts of work to my subordinates.   |
| _____ | _____ | When appropriate, I ask my subordinates to outline their best thinking on a subject before they report to me.                                    |
| _____ | _____ | I outline what is expected when I delegate activities to others, and I clearly state the standard of performance I expect.                       |
| _____ | _____ | I recognize that my subordinates sometimes may see my delegating as dumping into their time, and I seek to clear this up with them.              |
| _____ | _____ | I have established a set of rules relative to my responsibility to delegate to theirs, a framework that my subordinates understand and agree to. |
| _____ | _____ | I sometimes ask subordinates, "What am I doing that dumps into and wastes your time?"  |
| _____ | _____ | I encourage my subordinates to take initiative in areas not clearly spelled out, as long as they keep me properly informed.                      |
| _____ | _____ | I periodically examine my delegating style to avoid falling into the trap of over- or under-delegating.  |

If you answered "yes" to these delegation questions, you are probably delegating effectively. If you answered "no" to some of them, you have areas that need improvement.