

# 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.