

Delegation Checklist

Respond to the following statements. If you are not sure how to answer, put a question mark. Write any additional responses you have to the statements in the “comments” column.

Yes	No		Comments
		I delegate appropriate amounts of work to my employees.	
		I sometimes ask my employees to outline their ideas 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 employees sometimes may see my delegating as a waste of their time, and I seek to clear this up with them.	
		I have established a framework that my employees understand and agree to.	
		I sometimes ask employees what I am doing that wastes their time.	
		I encourage my employees to take initiative as long as they keep me properly informed.	
		From time to time, I review my delegating style to avoid falling into the trap of over-delegating 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.