

# My Delegation Checklist

when I'm not in charge

1. Ask for a clear description of the task(s) to be delegated.
  - \_\_\_\_\_ What specifically do I need to do?
  - \_\_\_\_\_ How will you and I know it is complete?
  - \_\_\_\_\_ What is the criteria for success?
2. Do you want to give me instructions or do you want me to develop a plan of action?
3. Ask about parameters of authority.
  - Do you want me to pursue these areas and make decisions using my best judgment? (or)
  - Do you want me to check with you concerning any particular issues before I implement decisions I have made?
4. Ask the delegator if there are any challenges he or she foresees, whether actual or potential. Examples: Vendors delivering late; machinery down time; budget constraints; "political" or climate impact factors.
5. Ask what resources are available for the assignment. What do I think I need? What do they know that I need? Examples: Time, People, Money, Materials.
6. Ask if there is a timetable for project completion or if it would be possible to create one. Establish a deadline for completion and establish reporting times throughout the duration of the assignment, if necessary.
7. Be sure ask questions and seek to have an open discussion about the assignment, particularly regarding its level of priority.
8. Review, clarify and confirm what you plan to do. Get started!