

# MY DELEGATION CHECKLIST



1. Give a clear description of the task(s) to be delegated.

\_\_\_\_\_ What do you need done?

\_\_\_\_\_ How will you know it is complete?

\_\_\_\_\_ What is the criteria for success?

2. Decide how much instruction to give. Does the delegatee need a complete task list (how-to instructions) or does the person have the necessary experience to develop his/her own?

3. Define the parameters of authority.

- *You may pursue these areas and make decisions using your best judgment.*
- *You should check with me concerning these issues before you implement decisions you have made.*

4. Alert the delegatee(s) to any challenges, whether actual or potential. Examples: Vendors delivering late; machinery down time; budget constraints; “political” or climate impact factors.

5. Define the resources available for the assignment. Encourage creativity. Examples: Time, People, Money, Materials.

6. Create a timetable. Establish deadline for completion and establish reporting times throughout the duration of the assignment.

7. Be sure to encourage questions and open discussion of the assignment and where it fits on the person’s regular work flow. What is the priority of this task?

8. Let go of the control and allow the person to begin.