

Effective Delegation:

A Checklist

Instructions

Use this checklist as a quick reference through the steps and behaviors that will help ensure you, and your delegation partner, have a successful delegation experience.

- 1. Prioritize your list of activities, responsibilities, and projects on a regular basis.
- 2. Choose which responsibilities or tasks you can keep, share, or delegate.
- 3. Match the person to the task.
- 4. Communicate the assignment.
- 5. Check for understanding.
- 6. Make sure the person has the appropriate amount of authority to complete the task.
- 7. Inform them about the resources (budget, staff, equipment, materials, etc.) available to him or her.
- 8. Inform others who need to know about the delegated assignment.
- 9. Check in on a regular basis, but give them the space to work on the task.
- 10. Provide both positive and regular feedback; recognize small achievements and strengths.
- 11. Be accessible; keep an "open door" policy and share new information.
- 12. Problem solve when your help is requested. Share opinions and suggestions when asked.
- 13. Review the completion of the assignment: results, lessons learned, and future actions.