

Delegation Checklist

Question	✓
Before Delegating	
Does the person I've selected have the knowledge, skills, and resources necessary to do this task?	
Does the person have the bandwidth to do this task (do I need to help the reprioritize)?	
Are there any roadblocks (e.g. political, funding, approvals) I need to help remove to make this task possible?	
In Delegation Conversation	
Have I explained why this task is important?	
Have I clearly articulated the "finish line," what's to be accomplished by when?	
Have I left room for the employee to determine the best way to get the task accomplished (delegated outcomes, not process)?	
Have I checked for understanding and heard the employee state what needs to be accomplished by when?	
Have I established clear accountability checkpoints and a mutual appointment to receive the completed task?	
After Completion	
Have I said thank you?	
Have we had any needed conversation on lessons learned or process improvements?	

