

6.3 Delegation Worksheet

ABOUT THIS TOOL—You can use the worksheet as is, as a guide in writing the assignment to be delegated, or as an agenda for meeting with the employee to discuss the work you want them to do.

APPLICATION—Use this worksheet to guide you through the steps needed to delegate effectively.

Tell the employee...

DELIVERABLE—The result you want

DEADLINE—When you want it

PURPOSE—What this assignment is meant to accomplish and how it will be used

PRIORITY—The urgency of the task and how it fits with other priorities

CHECK-IN—How frequently you want to be updated

AUTHORITY—How far the employee can go on their own [Tool 6.2]

Ask the employee...

- How confident they are in completing the task *ON TIME*
- Competing *PRIORITIES* they may have
- What *RESOURCES* they need to accomplish the assignment

Source: Adapted from Val Williams, *Get the Best Out of Your People and Yourself*, (Edison, NJ: Shadowbrook, 2002), 11-20