Successful Delegation Checklist

1. I have decided what to delegate and am clear about what I want the expected output to be

2. I have selected a person to delegate to

3. When making the delegation I explain what I’m looking for including detailed, specific results expected and sell the task’s benefits to them and the company

4. When delegating, I get my team member involved, including getting their views and ideas and discuss problems they forsee

5. When delegating, I make sure to get their commitment including their agreement and a plan for how we’ll follow up

6. I am sure to clearly define any benchmark goals I’ve set for the project

7. When following up I track progress toward results

8. I respect the team member’s methods and don't micromanage them

9. I ask to be told about problems before they mushroom

10. I provide constructive feedback and coaching as needed

11. I have a contingency plan in case of failure

12. I resist the urge to take back work or let the team member reverse delegate back to

me