

delegation: self-assessment

Not at all Some-
Rarely times Often Very
often

1. I am conscious of what stops me from delegating and I overcome those obstacles.
2. I assess my workload to ensure I'm doing the right level and amount of work for my position/title.
3. I intentionally assign work that will help people grow and develop.
4. I adjust how involved I am with team members' work based on their ability and motivation/confidence.
5. I adjust how involved I am with team members' work based on the level of risk inherent in the work, task or project.
6. When I assign work, I separate out WHAT success looks like from the steps, processes or methods of HOW to get there.
7. When I have delegation discussions, I provide clear direction.
8. When I have delegation discussions, I inspire people.
9. I communicate WHY the work I assign is important to the person I assign it to.
10. I take time to think through what I will delegate and to whom I will delegate.
11. I set team members up for success when I assign work.
12. I resist the temptation to do work that my team is doing.
13. My team functions smoothly without my involvement when I am away from work.
14. I know the interests, motivations and goals of all my team members.
15. All team members know what's expected of them in priority order.
16. My team members are trained to their maximum potential.
17. I tell people what authority level they have when delegating work.
18. I have regular check-ins after I delegate work.
19. I delegate in a way that team members can and choose to do their best work.

Which areas do you want to focus on developing?