

Exercise 7: Delegating for Results Worksheet

DIRECTIONS:

Working individually, identify an opportunity to delegate a significant work effort. If needed, review your calendar to see upcoming tasks, meetings, and accountabilities.

Answer the following questions:

Task/Responsibility to be delegated: _____

Team member: _____

1. What is the request or deliverable? Be specific with date due, work product, budget, etc. If you have a sample of the type of work desired, provide it.
2. Why is this important? Who ultimately is making this request? Is it coming from you or somewhere else in the organization? Who is the customer and/or who will benefit?
3. What resources are required, and what resources are provided?
4. What authority are you giving? What level of freedom?
5. Ask if they anticipate any obstacles in meeting this request. Work to resolve those as possible.
6. How frequently do you want progress updates on the task?

