

WORKSHEET

Developing a Delegation Plan

Instructions:

Use the following prompts to create a delegation plan for a task that you typically handle at work. Write down your answers to each prompt in the space provided.

1. Identify tasks to delegate:

- Which tasks do you currently spend the most time on?
- Which tasks could be done by someone else on your team?
- Which tasks are not essential for you to complete personally?

Task to delegate:

2. Identify potential team members to delegate to:

- Who on your team has the necessary skills and knowledge to complete the task?
- Who has expressed interest in taking on additional responsibilities?
- Who is available to take on the task?

Potential team members to delegate to:

3. Determine the appropriate level of delegation:

- How much authority and decision-making power should you delegate?
- What level of guidance and support will be necessary?
- What are the potential risks and consequences of delegating this task?

Appropriate level of delegation:

4. Establish a timeline for delegation:

- When should the task be completed?

- What milestones should be established along the way?
- How often should progress be checked?

Timeline for delegation:

5. Bonus: Consider any potential obstacles to delegation and develop strategies to overcome them.

Obstacles to delegation:

Strategies to overcome obstacles: