**How Good is Your Delegation?**

**https://www.mindtools.com/pages/article/newTMM\_60.htm**

| **12 Statements to Answer** | **Not at All****(1)** | **Rarely****(2)** | **Sometimes****(3)** | **Often****(4)** | **Very Often****(5)** |
| --- | --- | --- | --- | --- | --- |
| **1**I make a point of explaining clearly what needs to be done. |  |  |  |  |  |
| **2**I delegate things at the last minute. |  |  |  |  |  |
| **3**I delegate larger projects to teams of people, giving them appropriate responsibility and clearly defining their authority for decision-making. |  |  |  |  |  |
| **4**I provide directions at the start of the project and wait for expected results at the agreed end-point. |  |  |  |  |  |
| **5**If a task is directly related to my own objectives and priorities, I choose not to delegate it. |  |  |  |  |  |
| **6**I talk openly about consequences of missing deadlines and expectations. |  |  |  |  |  |
| **7**I delegate to anyone in the organization I figure could do the work. |  |  |  |  |  |
| **8**I use delegation as a means of developing others' skills. |  |  |  |  |  |
| **9**I delegate work that is critical to the success of a project. |  |  |  |  |  |
| **10**I expect delegates to come to me with solutions to problems they encounter, instead of simply asking for more instructions. |  |  |  |  |  |
| **11**I delegate work that is confidential and sensitive in nature as well as other work. |  |  |  |  |  |
| **12**I consider how important employee involvement and buy-in are to the projects and tasks that I delegate. |  |  |  |  |  |

Calculate My Total

**Total =**

**Score Interpretation**

| **Score** | **Comment** |
| --- | --- |
| 12-27 | Your delegation skills need work. You delegate as a last resort, rather than as a useful tool for improving your staff's skills and getting work done efficiently. Look at the resources [**below**](https://www.mindtools.com/pages/article/newTMM_60.htm#Explanation) to develop a successful delegation plan. |
| 28-43 | You're making progress. You understand the principles of delegating. However, you like to occasionally cut corners and follow the easy path. Be more proactive in your delegation strategy, and remember how important it is to involve staff and provide them with enough time and support to succeed. The resources [**below**](https://www.mindtools.com/pages/article/newTMM_60.htm#Explanation) can help you improve your delegation skills and your confidence. |
| 44-60 | Excellent! You delegate under the right circumstances – and to the right people. You understand that delegating requires enough time and support from you so that everyone can be successful. You know that delegation is a key part of empowerment, and your team is stronger because of it. (Read [**below**](https://www.mindtools.com/pages/article/newTMM_60.htm#Explanation) for more.) |