

# How Good is Your Delegation?

[https://www.mindtools.com/pages/article/newTMM\\_60.htm](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)
1I make a point of explaining clearly what needs to be done.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2I delegate things at the last minute.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3I delegate larger projects to teams of people, giving them appropriate responsibility and clearly defining their authority for decision-making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4I provide directions at the start of the project and wait for expected results at the agreed end-point.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5If a task is directly related to my own objectives and priorities, I choose not to delegate it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6I talk openly about consequences of missing deadlines and expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12 Statements to Answer	Not at All (1)	Rarely (2)	Sometimes (3)	Often (4)	Very Often (5)
7I delegate to anyone in the organization I figure could do the work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8I use delegation as a means of developing others' skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9I delegate work that is critical to the success of a project.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10I expect delegates to come to me with solutions to problems they encounter, instead of simply asking for more instructions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11I delegate work that is confidential and sensitive in nature as well as other work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12I consider how important employee involvement and buy-in are to the projects and tasks that I delegate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> <input type="text"/>
Calculate My Total					
<b>Total =</b>					

# 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 <a href="#">below</a> 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 <a href="#">below</a> 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 <a href="#">below</a> for more.)