

How Good Is Your Delegation?

For each statement, check the column that best describes you. Please answer questions as you actually are (rather than how you think you should be), and don't worry if some questions seem to score in the 'wrong direction'. When you are finished, please total the number of check marks in each column, multiply by the number below and then total. Once you have your total, review the Score Interpretation comments for insights.

	Not at All	Rarely	Sometimes	Often	Very Often
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.					
Sub-total	1 x _____	2 x _____	3 x _____	4 x _____	5 x _____
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	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 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 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 for more.)

For the full quiz, visit: https://www.mindtools.com/pages/article/newTMM_60.htm

They say knowing is half the battle. If you did not score to the level you thought you would, perhaps it is time to reflect on why you are not delegating and make the required changes. In our experience, most leaders who are not natural delegators, just need some support to learn to flex this muscle and enhance their coaching skills.

Delegating is a competence you can learn, don't ignore it.