

Delegation Worksheet

List five tasks and/or projects you can delegate right now:

- 1.
- 2.
- 3.
- 4.
- 5.

Match these tasks to appropriate staff members:

Staff Member's Name	Why He/She is Best Choice
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- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |

List back-up staff members for these tasks:

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

What kind of training will each person need for these projects?

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |

Do any of these tasks require follow-up from me?

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |

Check when you have given each staff member feedback for their work.

Employee/Project

— _____

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