



## DELEGATION\*

Your check list: Replicate these eight steps with spaces to fill in and then give the delegatee a copy to fill out as you discuss the project. Request a filled out copy for yourself. Reverse the process when appropriate.

1. What does the outcome look like?
2. When do you need it by?
3. What's the budget?
4. What resources do they get?
5. What decisions can they make?
6. What decisions do they need to check with you on?
7. Do you want check points along the way? (You should have some.)
8. How will we both know and measure how well the task is done? (Be specific.)

\* A portion of this is from FYI, by Lominger