

Delegation Brief Worksheet

Vision/The Why:

Desired Outcome:

Task(s) to Delegate:

Expected amount of time required to complete:

Duration (includes wait time):

Who could? (Brainstorm who could help? Then reach out to them explaining the scope)

Resources Needed (Access, Tools, Contact Info, Reference materials, etc):

Who will be held accountable?

Who will do the work?

Steps (Be explicit if you expect them to follow "your way":

By When:

Check-in Cadence (How frequently/When will you check in):

Each time you do a check in:

Rate yourself on your delegation skills (1 Low to 10 High): _____

Rate the person you delegated to (1 Low to 10 High): _____

What needs to happen to move the rating to a 10?: