## Delegation Tools

### *Task Delegation Analysis Worksheet*

*Once you have determined the tasks to delegate, use this form to help you plan each delegation and select the appropriate person for the job.*

| Task to Delegate | Expected Results | Established Standards | Deadline | Skills Needed | Possible Volunteer | Training Needed |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |