

DARE TO DELEGATE CHECKLIST

Many school leaders have difficulty delegating responsibility. Complete the checklist to determine areas you need to focus on to improve your delegation skills.

	ALWAYS	SOMETIMES	NEVER
1. Do you decide what you can delegate?			
2. Do you break the task into the smallest pieces possible?			
3. Do you form a mental picture of each completed task?			
4. Do you select the tasks you must do yourself?			
5. Do you assess the skills of the people to whom you will delegate tasks?			
6. Do you assess the interests of these people?			
7. Do you assign the tasks based on skills and interests?			
8. Do you assign the authority and limits of discretion so the task can be completed?			
9. Do you identify who will do the task?			
10. Are you specific about what you want done?			
11. Do you determine why you want this person to do the task?			
12. Do you decide when the task must be completed?			
13. Do you explain what the completed task will look like?			
14. Do you ask questions to ensure understanding?			
15. Do you inform others who need to know about the assignment?			
16. Are you enthusiastic about the duties you delegate?			
17. Do you monitor the progress of each task at regular intervals?			
18. Do you require feedback?			
19. Do you provide feedback?			
20. Do you reward others for a job well done?			

SCORING GUIDE: Give yourself 2 points for every Always response, 1 point for Sometimes, and 0 for Never.

30-40 POINTS: A DARING DELEGATOR. You consistently and expertly adhere to the principles of delegation. These skills maximize your effectiveness and help you develop the full potential of your staff. You demonstrate confidence as a leader.

20-29 POINTS: A PROGRESSING DELEGATOR. Morale and efficiency are good, but could be even better if you were more conscientious in assigning and following up with delegated tasks. Even though you may be able to perform a task better or faster, you are aware that delegation allows others to grow personally and professionally.

10-19 POINTS: A RELUCTANT DELEGATOR. You have a hard time figuring out when and what to delegate. You worry that assigning tasks to others will lead to a loss of authority or control. It's time to re-evaluate your priorities and recognize that if a task doesn't involve privileged information or setting policies, you probably can delegate it.

9 AND BELOW: A GUILT-RIDDEN DELEGATOR. You struggle to complete tasks on time and feel overwhelmed at work. Your lack of mental discipline keeps you spiraling from one activity to the next. You need to take a step back and look in the mirror. Consider what the worst and best outcomes are if you start allowing others to help.