

Delegation Form

Consider a task that you want to delegate to your team members or staff and record it here:

Choose one of the six delegation levels (see reverse) that would be suitable for the task and delegatee.
Describe how you would approach the delegation task and record it here:

What strategies would you use to gradually increase the level of delegation in order to save more time and increase the efficiency of your team and organization? Record your strategy here so you can build on your plan later:

Six Levels of Delegation

