

# The Ultimate Checklist for Delegation

## 1. Clarity

What do you want the delegate to do?

*1-2 sentence description of what you want done – begin with a verb.*

What does “done” look like?

*Clearly describe what a win looks like.*

What is the “why” of this delegation?

*Give any context necessary to give the bigger picture.*



## 2. Level

*Consider the nature of the task and the skill/experience of the delegate.*



1	Do as I say	Do exactly as I have asked.
2	Research and report	Research the delegation & report findings. We will discuss before moving forward.
3	Research and recommend	Research the delegation & make a recommendation after weighing pros & cons.
4	Decide and inform	Do the research, make a decision, and inform me on what you decided.
5	Act and inform	Make whatever decision you think is best with no need to report back.

<https://michaelhyatt.com/the-five-levels-of-delegation/>

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## 3. Expectations

What are any essential, non-negotiable requirements or expectations you have? (cost, expectations, etc.)



## 4. Accountability

What is the timeline? How would you like to hold each other accountable? List deadlines & check-in points.



## 5. Review and Repeat

Did you get the results you wanted?  
What could you improve for next time?



*70/20/10 Rule of Thumb:* 70% of development comes from experience. 20% of development comes from relationships. 10% of development comes from formal learning. Delegating is essential to developing the team. Rather than believe "it's just faster to do it myself," we should believe "it's just faster if I get better at delegating."