

Delegation Planning Sheet



This checklist is a general guide only

To gain the most from this checklist, read the course notes from [How to Delegate Your Way To Success](#)

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Delegation Planning Checklist

Project/Task to Be Delegated

Expected Results (Specific/Measurable)

Level of Authority

Use the checks below before deciding appropriate level of authority

Experience of person being delegated to

High Medium Low

Criticality of the task

High Medium Low

Newness/complexity of the task

High Medium Low

Politics within the organization

High Medium Low

Legal requirements (e.g. Occupational Health & Safety)

High Medium Low

Appropriate level of delegation authority

Direct Teach Coach Consult

Possible Training Required

Likely Conflicting Priorities

Number of hours required

Per day Per Week Per Month Per Quarter

Other People/Tasks That Could Impinge on Delegation

Possible Resources Required

Timelines, Milestones, Deadlines

- Realistic timelines agreed
- Frequency of milestones meetings agreed
- Realistic deadlines agreed

Other Items to Be Discussed/Agreed

About Shelley Holmes

Using tools, tips, ideas and strategies that help them to be really clear about what is 'success critical' and how to get there fast, **Shelley inspires leaders to be a 'rockstar' in their industry, by living, loving, and leading at a remarkable level.**

For several years, Shelley was a key leader in a High-Performance organization (that had national and international recognition). It is this real-world experience that underpins and brings to life the theory and insights gained, from her deep study of high performance leadership.

Around the globe, she has worked with organizations (with total revenues in excess of \$116 billion) and supports thousands of individual leaders through, coaching, consulting, workshops, webinars, audio programs and the Make A Dent Leadership website (which has over 5,000 visitors per day).

Shelley's Philosophy...

Whether you like it or not how you show up at work defines you as a human being.

On grand and small scales, the way you interact with others, the products and services you are a part of delivering, all roll together to become a part of the legacy that you leave behind. The way you deal with others, the things you teach them, that cause them to grow, and become a better version of themselves as individuals, work colleagues, leaders, and parents ... now that defines who you are!

There are hundreds of resources like this at [Make A Dent Leadership](#) where you can join our community of leaders who are focusing on being inspired and inspiring and making their dent in the universe.

If you are ready to be the best possible version of yourself, to lead with more energy and passion than you thought possible... if you are ready to make a dent in the universe ... then:

You can connect with Shelley

Website: MakeADentLeadership.com

Contact: [Email](#)

Twitter: twitter.com/MakeADentLeader

Facebook: facebook.com/MakeADentLeadership

LinkedIn: linkedin.com/in/shelleyholmes