

Delegation Self-Assessment.

Instructions: Read the following statements and circle the number that reflects the degree to which the statement describes you.

Topic	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The tasks I delegate never seem to get done the way I want them to be done.	5	4	3	2	1
I don't have time to delegate properly.	5	4	3	2	1
I check on work without my team knowing it so I can correct mistakes before they cause problems.	5	4	3	2	1
When I give clear instructions and the work isn't done properly, I get upset.	5	4	3	2	1
My team lacks the commitment that I have so work I delegate doesn't get done as well as when I do it.	5	4	3	2	1
I can do the work better than my team can.	5	4	3	2	1
If the person I delegate work to doesn't do it well, I will be criticized.	5	4	3	2	1
If I delegated everything I could, my job wouldn't be nearly as much fun.	5	4	3	2	1
When I delegate work, I often have to do it over.	5	4	3	2	1
I delegate clearly and concisely, explaining just how the job should be done.	5	4	3	2	1
When I delegate, I lose control.	5	4	3	2	1
I could delegate more if my team had more experience.	5	4	3	2	1
I delegate routine tasks but keep the non-routine work to myself.	5	4	3	2	1
My manager expects me to be very close to the details of the work.	5	4	3	2	1
I have not found that delegation saves me time.	5	4	3	2	1
Column Totals					
Total Score (All columns)					

Scoring.

Score can range from 15-75. Compare your score to the following:

75 – 60 You are failing to fully utilize your team

59 – 45 You can substantially improve your use of delegation

44 – 30 You have some room for improvement in delegation

29 – 15 You delegate extremely well or you fudged 😊