

5 Minute Delegation Checklist

Have I picked the right task to delegate?

- It's repeatable.
- It doesn't need my personal expertise.
- It's taking me more than 1 hour per week.

Did I provide clear instructions?

- SOP or written steps provided.
- Examples/templates included.
- Deadline is clear.

Can I check progress without micromanaging?

- Milestone check-ins agreed.
- Clear success measure set.

Did I empower the person?

- Gave them authority to act within scope.
- Encouraged them to ask questions.

