

checklist on delegation

Learn to manage most productive time by prioritising. Note: If in doubt for Company Shortcuts. Each week map your use of time by core 'topic' titles and see where you really focus your efforts. Eg. Every 15 minutes write what area of the business you worked on? End of week total time by Topic?

Questions	X	Notes
1. Are you often interrupted by team members asking you about the job? What, Why, How, and Who is to do it?		
2. Do you have to decide all matters or do your employees have some power of decision making?		
3. Do you sometimes find yourself doing the job of one of your team when they really ought to be doing it themselves?		
4. Do you have time to plan your work and supervise your people properly?		
5. Are you good at organising the job to be done and leaving the details with the person who has to do it?		
6. Are you a constant "checker-upper"?		
7. Do you show confidence in your staff's ability to do the job ?		
8. Do you set your standards so high that only you can attain them ?		
9. Do you disclose details about the job or do you maintain secrecy ?		
10. How often do you get your team to do the thinking about a job as well as the doing ?		
11. Do you always give enough information about the job, so that if things go wrong the person you have delegated the job to can use their own initiative to put things right ?		

