Delegation Evaluation

For self-reflection and planning.

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| Task/responsibility I would like to delegate |  |
| Skills/knowledge needed by person who would take this on |  |
| Who do I know with the ability to take this on?If no one, how could I find identifysomeone? |  |
| How strong is my desire to delegate this task/responsibility? (1, weak; 5 very strong) |  |
| When I would like this to be off of my plate |  |
| Is the process important, or only the outcome(s)? |  |
| My tolerance level for error in this task/ responsibility (1, no tolerance; 5, complete failure is fine) |  |
| What systems or processes, if any, would *I* need to implement to make the delegation successful? |  |
| What behaviors would *I* need to implement to make the delegation successful? |  |