

## PS14 – How good are you at delegating?

Complete the following to assess how likely you are to delegate tasks.  
 Circle the score that best describes your response to the questions listed.  
 1 = most likely, 5 = least likely.

Topic	Score				
Staff are too busy to take on any more work	1	2	3	4	5
Delegated work will not be completed to my standard	1	2	3	4	5
Delegated work will not be completed on time	1	2	3	4	5
I do not trust my staff to complete the work in the way I would	1	2	3	4	5
I cannot identify the 'right' person to whom to delegate work	1	2	3	4	5
It takes too long to explain how to do the job, it's quicker to do it myself	1	2	3	4	5
I feel uncomfortable asking someone to do my work	1	2	3	4	5
I don't know how to supervise someone completing work I've delegated to them	1	2	3	4	5
They may do a better job than I would	1	2	3	4	5

Low scores will indicate that you are unlikely to delegate work to other members of the team, in which case both you and they (and maybe the overall project) may not operate as effectively as could be. You might like to consider ways of developing skills that will improve your ability to delegate work.

Congratulations if your scores are high! This means you will be effective in delegating tasks and reap the rewards at a personal, team member and team overall level.