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# LEADERSHIP FOR LAWYERS<sub>LLC</sub>

## Delegating Scorecard

Rate how effective you think your performance has been as a delegator and identify your strengths and challenges. The scale ranges from 1 (not very descriptive of me) to 5 (very descriptive of me).

1. If others were asked, they would say I am a good delegator. \_\_\_\_\_
  2. I delegate tasks to those who will most benefit and develop from the assignment. \_\_\_\_\_
  3. I am aware of which kinds of tasks the individuals on my team are best able to accomplish. \_\_\_\_\_
  4. When delegating, I involve the individual or team in identifying the desired process and outcomes. \_\_\_\_\_
  5. When something goes wrong with a task I delegated, I give the individual or team a chance to work it out first. \_\_\_\_\_
  6. When delegating, I brief the individual or team on all the details of the assignment, including its purpose. \_\_\_\_\_
  7. When delegating, I make sure all those involved know their own and other's roles. \_\_\_\_\_
  8. When delegating, I make sure everyone involved knows the expectations for accountability \_\_\_\_\_
  9. Working with the individual or team assigned to the task, I discuss who should be consulted and why. \_\_\_\_\_
  10. When the task is completed successfully, I reward the person or team responsible. \_\_\_\_\_
- Total** \_\_\_\_\_

If your score is 41 to 50, you are on the right track. Keep up the good work.

If you scored between 30 and 40, look at where you scored low and develop some insights to help you improve in those areas.

If you scored below 30, you need to work on your delegating skills.

Source: "Delegating Effectively: A Leaders Guide to Getting Things Done" by Clemson Turregano, Center for Creative Leadership, 2013