

## Delegate for Success

### Action Steps

Ensure you are getting the most out of your team by working through these steps to successful delegation.

1) What is your goal or purpose in delegating this task? Write some notes here.

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2) What are your expected results? Writing down expectations helps clarify them in your own mind, and sets your team up for success!

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3) What is your follow-up plan? Write down the critical junctures, when you plan to check in with your team members:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_