

# Delegation Worksheet

## Step 1: SUCCESS POINT

Identify the Result I am Looking For (*What does success look like?*)

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Identify Resources Available to the Person I am Delegating To

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Completion Date: \_\_\_\_\_

## Step 2: FEEDBACK LOOP – Identify the Type of Feedback and Frequency

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## Step 3: RISK TOLERANCE – Identify Risk Related Areas that You Want Avoided

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