

# Exercise: Boost Your Delegation Skills

**Goal:** Get an idea about your current delegation habits and find ways to improve.

Here's what to do:

**Quick Check-In:** Answer these with a "Yes" or "No"

Do I often take work home or work longer hours than necessary?	Yes / No
Have I identified tasks for delegation but hesitated to assign them?	Yes / No
When delegating, do I clearly communicate the tasks and expected outcomes?	Yes / No
Do I find it challenging to trust others with responsibilities?	Yes / No
Am I concerned that others won't complete tasks to my standards?	Yes / No
Do I involve team members in planning and problem-solving for their tasks?	Yes / No

Look at your answers. Each "Yes" points to an area where you might want to improve. Ask yourself why. What's holding you back?