



## **DELEGATION ISN'T ENOUGH!**

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**Thinking about your business as a whole, what are the values that you want the business to represent? Do your employees embrace those values or even know they are the ones you want to emphasize?**

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**Thinking about a specific area you want to delegate, how do define a "good job" or a quality result?**

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**What are specific measures you could use to identify whether that quality is being delivered?**

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**Where in your company can you allow your employees to exercise their judgment within specific boundaries? How can you define those boundaries so that you can just review the decisions on a daily or weekly basis instead of being involved in real time?**

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Use this worksheet for each area you want to delegate to others in the organization.