

# Delegate to Whom

The purpose of this template is to help you reflect on whom to delegate to.

## The Task

## Delegateto Whom

Answer Yes or No to the following questions to see if you should delegate the task to the person you have in mind. All your indications do not have to become green tick marks for you to delegate, but consider the implications of any red Xs before you do.

Questions	Y	N
Does the person have time or can you give him or her time to perform the task?		
Is the impact on de-prioritizing his or her other tasks critical?		
Does the person have sufficient knowledge, skills, and independence to be able to perform the task? (If not, consider if the learning and development needed is reasonable and what support it would require.)		
Does the task align with your employee’s goals and interests? (If not, consider what you can do keep him or her motivated.)		

**TIP!** If you have decided to delegate and to whom, visit the "How to Delegate" template for more guidelines and tips on how to do it.