

LEADERSHIP RESOURCE

DELEGATION SELF-ASSESSMENT *checklist*



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MAIDENS

Hello,

WELCOME TO THE DELEGATION SELF-ASSESSMENT CHECKLIST



As a small business owner, why does mastering delegation matter? The simple answer: without effective delegation, you're getting stuck in the details and spending time on tasks that pull you away from the real work - growing your business. Every minute you spend on something that could be handled by someone else is time taken away from your business's potential to scale, innovate, and thrive.

But let's dig deeper. Why is it so important to let go of control? Because holding on to everything doesn't just slow down your business's growth - it leads to burnout, added stress, and puts your long-term success at risk. Delegation isn't just about lightening your load; it's about creating the space you need to make the big decisions to drive your business forward.

This self-assessment checklist is here to help you reflect on your current delegation habits, figure out where you might be holding on too tightly, and show you how to empower your team to step up - so you can finally focus on what matters most: building the business you've always dreamed of.

Take The Quiz

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(A) Always: I trust my team to handle this and delegate it with confidence.

(B) Sometimes: I'm getting better at this, but it's not always consistent.

(C) Rarely: I often find myself taking this on personally, even though I'd like to delegate more.

	(A) Always	(B) Sometimes	(C) Rarely
Are you consistently delegating tasks that others can handle, even if it sometimes feels easier to do them yourself?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When you delegate, do you communicate expectations and deadlines clearly so your team knows exactly what's needed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How often do you feel comfortable handing off control and trusting your team to carry out delegated tasks independently?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you regularly check that delegated tasks were completed to the standards you expect and achieved the desired results?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How often do you delegate new tasks to your team instead of sticking to the ones you initially assigned?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you take time to review completed tasks and provide feedback to help your team improve?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How often do you delegate both everyday and strategic tasks, rather than keeping important responsibilities for yourself?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Your Results

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A

Mostly A's: You're a delegation pro! You understand the value of delegating effectively and are on track to freeing up more time for high-level work. Keep up the great work!

B

Mostly B's: You're doing a good job but could refine your delegation process. Try improving communication, measuring outcomes, or letting go of control a bit more to make an even bigger impact.

C

Mostly C's: It looks like you might be holding on to too much yourself. Consider focusing on small changes, like delegating more routine or new tasks, being clearer about expectations, and measuring effectiveness to make delegation easier for you and your team.

WHAT'S NEXT?

By completing this self-assessment, you're taking the first step toward mastering delegation and improving your business operations.

If you're ready for delegation guidance, check out my self-paced **Fundamentals of Leadership** short course, available for a limited time at **AU\$97** (normally AU\$147) with the **code DELEGATIONCHECKLIST**. This short course teaches you how to delegate like a pro, covering key skills such as setting expectations and having difficult conversations.

Learn more about the Fundamentals of Leadership short course and how you can quickly transform from a hands-on manager stuck in the weeds up and into an impactful, confident leader.

Or, if you're looking to deep dive with personalised guidance, book a **Dream Team Discovery Call** with me to explore how we can work together to elevate your business.

To your success,
Paula
Your Hiring Strategist & Team Expert



FURTHER RESOURCES

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BIG DREAMS GREAT TEAMS

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BIG DREAMS GREAT TEAMS

THE **podcast** for entrepreneurs and leaders of small growing businesses who want to grow and lead a team of high performers. We cover all things hiring, team, people and leadership development through a mix of solo and guest episodes. You'll hear highly practical information and real behind-the-scenes stories to support you to grow the business and life of your dreams. Listen on [Apple Podcasts](#), [Spotify](#) or my [website](#).

FUNDAMENTALS OF LEADERSHIP SHORT COURSE

✦ 4 in-depth modules to master strategic leadership, delegation, and communication

✦ Practical workbooks and templates to apply these strategies directly in your business

✦ A proven framework designed to help you become the confident, empowered leader your team needs

More info [here](#) (instant access)

Remember to use code
DELEGATIONCHECKLIST

