

Delegation Filter Tool

LEVEL

1	2	3	4	5
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The task/activity is far from my ideal level of leadership

The task falls within my ideal level of leadership

STRENGTHS

1	2	3	4	5
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The task/activity is not my strength - I find it draining

The task/activity would be considered my unique strength - I find it energizing

OPPORTUNITY

1	2	3	4	5
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The task/activity provides no opportunity for growth both personally and professionally

The task/activity provides a significant opportunity to learn a new skill, build relationships with key stakeholders/influencers or learn a new part of the business

RESPONSIBILITY

1	2	3	4	5
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This is not in my job description

This is considered to be a core part of my role

TIME/URGENCY

1	2	3	4	5
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Non urgent task and okay if it takes someone longer to do

It is an urgent task and is fastest if I do it

SCORING

<10 delegate

10-15 work towards delegation

15-20 complete

20 - 25 do more of

