NORTHWESTERN UNIVERSITY CENTER FOR PUBLIC SAFETY "RATE YOURSELF AS A DELEGATOR"

_____ 1. Do you frequently take work home from the job?

_____ 2. Do you work longer hours than those you supervise?

_____ 3. Do you find yourself doing work that others are being paid to do?

_____ 4. Do other people frequently interrupt you asking for advice, decisions and/or more specific information?

_____ 5. Do you have trouble meeting deadlines?

_____ 6. Do you spend more time working than planning?

_____ 7. Are you a perfectionist?

_____ 8. Do you lack confidence in your subordinates' abilities?

_____ 9. Do you frequently spend time on routine matters that others could just as easily handle?

_____ 10. Do you frequently feel overworked?

_____ 11. Are you barely able to keep on top of priorities?

_____ 12. Do you find it difficult to accept ideas that are offered by others, especially subordinates?

_____ 13. Do you worry that your employees will show you up?

_____ 14. Do you delegate things that you can't control?

_____ 15. Do you believe higher-level managers should be more dedicated and work more?

_____ 16. Is your "IN" basket always too full?

_____ 17. Do things get fouled up when you're not on the job?

_____ 18. Do you feel you're indispensable in your position?

_____ 19. Would you like to spend more time away from the job, like with your family, etc.?

If you answered "yes" to only one or two questions, you are probably a good delegator. If you answered "yes" to more than three of the questions, you could stand to improve your delegation skills!

(© 2015 Northwestern University Center for Public Safety)