The 5 Rights of Delegation

Right	Description	Key Question for Manager
Task	Is the task appropriate to delegate?	Can someone else legally and safely perform this task?
Circumstance	Is the situation appropriate? Are resources available?	Is the timing right? Does the employee have what they need?
Person	Does the individual have the skills, knowledge, and willingness?	Is this the best person for the job right now?
Direction/Communication	Is the task clearly explained with expectations and limits?	Have I communicated clearly what needs to be done and why?
Supervision/Evaluation	Is appropriate monitoring, evaluation, and feedback planned?	How will I support them and check progress without hovering?