# Delegation Worksheet

- For information about delegation, visit www.mindtools.com/rs/Delegation.
- For tips on time management, visit http://www.mindtools.com/rs/MTFS.
- For business leadership skills visit http://www.mindtools.com/rpages/HowtoLead.htm.

| **Task** | **Can this be delegated?** Y/N | **To whom should it be delegated?** |
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