



Fulcrum Point

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Delegatee Checklist

- What is the task's goal or outcome?
- What actions, assistance or resources are required?
- When is it due? Are there interim milestones?
- When and how will we follow up?
- How will it affect my workload?
- What obstacles do I foresee?
- What authority do I have?
- What are the benefits and consequences of the task?