**10 Question Quiz (Get Stuff Done!)**

1. What are the benefits of actively engaging team members at all levels in your organization?
2. What are some of the signs and symptoms of a team where the members are insufficiently involved?
3. Describe 3 common reasons that you as a leader would be reluctant to delegate work to other team members.
4. Imagine you were a management consultant.  What advice would you give to yourself for how to overcome your own reluctance to delegate?
5. Many leaders fail to clearly define the required outcome when assigning a task, relying instead on their ability to judge the work as it progresses.  This may save some thinking and preparation time for the leader but is usually counterproductive.  What are negative consequences of “I’ll know it when I see it” management?
6. What information should you include when making a task assignment?
7. What are some “trigger words” that can build or reduce your team member’s enthusiasm to do the task?
8. What is the difference between positive and negative criticism?
9. When can negative criticism be helpful?

10.  What are the key differences among Type I, Type II, and Type III delegation, and when is it appropriate to use each one?