

WHAT SHOULD YOU DELEGATE?

— Worksheet —



Great leaders and managers delegate well.

Delegating serves a number of purposes:

- Frees you *from the minutiae*
- Makes you – and your staff – *more efficient*
- Allows you *time to think* about the bigger picture
- Allows *subordinates to grow* and gain responsibility

But that doesn't mean it's wise to delegate just anything at anytime.

When done randomly, delegation *can be a disaster*.

To help you evaluate what you can delegate – and what you shouldn't – do an audit of your tasks.

For at least three to five days, *keep a log* of all your activities. (*We've provided a handy form* on the next page to help you.) Then *mark the priority* or value of those tasks.

You're likely to be startled by *what's eating up* most of your time unnecessarily.

Analyze the form, then ask yourself the hard question: *Can I delegate that?* Good luck! And feel free to share this form with others.

Activity Audit: What can you delegate?

Track every task you do for 3-5 days. Then evaluate to see what can be delegated.

Date	Description of activity	Time Spent	Priority/ Value			Can it be delegated?	
			High	Med.	Low	Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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