

Delegating to Others

What to Delegate

Use this process to determine the right things for you to delegate to others. You can use this with others on your team to make sure everyone is working on the tasks that yield the greatest impact.

Step 1: Make a list of all the things you do and estimate what % of your time is devoted to each

Step 2: For each item in your list, show who else can do that task

Step 3: Mark the items on your list where you will have the greatest impact

	Things I do	% of my time	Who can do this?	My greatest impact
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

(Continue on the back if needed)