Delegating Chart

Complete the chart of your major tasks. Find out which items you can eliminate and which ones you can delegate. *(* to calculate cost, take your annual salary and divide it by 2080 to get your hourly rate. Then calculate the cost of each task based on how much time it takes you.)*

The more no's to the last 4 questions in the chart, the more delegate-able the task is.

Task	Frequency daily, weekly, monthly, etc.	Time it takes	$ Cost	Amount of Value high, medium, low	Is it necessary?	Do I enjoy it?	Am I the only one who can do it?	Is there any reason I cannot delegate it?

Reflection Questions

1) What was this experience like for you?

2) What is something that surprised you about this?

3) What is something that was confirmed in doing this?

4) What was obvious after having done this?

5) How might you do this with your team as well?

6) How might you support individual team members in doing this?

7) Where will you go from here?