



Delegation Identifier

What You Love, Loathe & More.



BACKGROUND: Become more aware and therefore more effective in your business by mastering the art of quality delegation. This worksheet is designed to help you stay in your leadership lane, and be happier at the workplace, by delegating what you don't enjoy, should not be doing, aren't very good at or simply don't have time to do! As a leader you must delegate to ensure the many projects you're responsible for are completed. You should not be doing the work that is not at a level that supports the owner, or leader doing it. Find out what you should and should not be doing.

Part 1 - Observe

INSTRUCTIONS:

- Over the course of a week, make a note in the columns below whenever you feel great (doing something you LOVE), are miserable (doing something you LOATHE) as well as things you're simply NOT VERY GOOD AT and those you NEVER HAVE TIME FOR.
- If something comes up several times, put a tally mark or number next to it - **make sure to count each separate instance.**
- If something fits in more than one column - place it in the *most* appropriate column and draw an arrow into the other column/s.
- The item can be anything from really small to really big. However, the more specific you are, the more useful this exercise will be eg. you may enjoy doing some parts of a task, but not all, so be clear - and specific!

| LOVE: You feel great, look forward, are best equipped to or simply enjoy doing this. | LOATHE: You feel dread, resentment or dislike doing this thing. | NOT VERY GOOD AT: You feel incompetent, make mistakes and/or struggle to do this. | NEVER HAVE TIME: You feel frustrated because you never seem to get to this task |
|---|--|--|--|
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |



Part 2 - Review and Take Action

1. Are you surprised by what's in your columns? **What do you first notice?**

.....

2. Take a closer look. What **common threads and patterns** do you notice?

.....

3. First, list some **ideas of how to INCREASE doing what you LOVE and are the best equipped to do.**
 These are items NOT to delegate!

.....

.....

4. Look at the Loathe/Not Good At/Never Have Time columns on Page 1. **What would you LOVE to delegate?**

.....

.....

.....

5. Next, look at your list immediately above and:

- i) **Number in priority order** the Top 3-5 items you would **MOST like to delegate.**
- ii) Now **circle the 3-5 items** which are **EASIEST to delegate** - or get some help with.
- iii) Finally, **place a T against** the items which would **save you the most TIME.**

6. Review the list immediately above and **choose 3 items to delegate** or work towards delegating here:

1.

2.

3.

7. Finally, what action will you take? Identify one action for each item you've decided to delegate above.

1st Action _____ By when _____

2nd Action _____ By when _____

3rd Action _____ By when _____