

Delegation Quick Guide

What to delegate, who should do it, and how to hand it off

START HERE: 3 Steps to Delegate Right Now

1. List 3 tasks you did this week that took the most time
2. For each task, ask: **Could someone else do this with training?**
3. Pick ONE task and delegate it today using the script below

Should You Delegate This Task?

Ask these 4 questions. If you answer **YES** to ANY of them, delegate it:

- Is this task **repetitive or routine**?
- Could someone else do this **with training**?
- Does this help someone **grow their skills**?
- Is this the **best use of MY time**? (If NO, delegate it!)

At-a-Glance: Delegate vs. Keep

KEEP	
• Admin tasks • Data entry & reporting • Scheduling • Research • Repetitive processes • Work below your level	• Vision & strategy • High-stakes decisions • Performance reviews • Hiring/firing • Sensitive matters • Crisis management

Who Should Do It? Pick Someone Who...

- ✓ Has the skills OR can learn quickly
- ✓ Has capacity (won't overwhelm them)
- ✓ Would benefit from the growth opportunity
- ✓ Is reliable and will follow through

How to Hand It Off: Simple Script

"I'd like you to handle **[TASK]**. Here's why it's important: **[CONTEXT]**. Success looks like **[OUTCOME]**. You can decide **[WHAT THEY CAN DECIDE]**, but check with me on **[WHEN TO CHECK IN]**. I need this by **[DEADLINE]**. What questions do you have? What support do you need?"

Quick Task Tracker

Task to Delegate	Who	By When

Avoid These Mistakes

- X Micromanaging** - Trust, then verify
- X Dumping** - Give context, not just tasks
- X Taking it back** - Coach them through it
- X Delegating too late** - Give enough time
- X Only giving grunt work** - Give meaningful tasks