

The Art & Science of Effective Delegation

Delegation Task Tracker

Step 1) for one week, write down the normal tasks you do in Column 1. Step 2) If it's someone else's job to do the task write their name in Column 2, otherwise leave it blank. Step 3) If it's a task that belongs to you, check Column 3 if it's a task you like to do and Column 4 if it's a task you don't like to do. Assign any tasks that belong to someone else back to them. Then, choose a task from Column 4 to delegate.

Task	Someone Else's Job	I like the task	I don't like it