

DELEGATION PRIORITIZATION FORM

FILL OUT THE FORM BELOW:

1. List out all the tasks that you do on a day to day basis
2. Identify on a scale of 1 to 3 if you:
 - 1 = Love completing that task
 - 2 = Ambivalent to completing the task
 - 3 = Hate completing the task
3. Determine on a scale of 1 to 3 how:
 - A = Easy to delegate
 - B = Medium effort to delegate (e.g., some documentation and training)
 - C = Hard to delegate (e.g., lots of documentation and support time from you)

DELEGATION PRIORITIZATION

Task #	Task Name	Love/Hate Rank (1/2/3)	Easy/Hard Rank (A/B/C)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Go back through the list and highlight any rows that have "3A" - These are going to be the easiest thing that you hate doing - so delegate that out ASAP!

Now you have a list in rank order of what to delegate and how much effort it will take! Now go out and delegate!
WOOT WOOT!