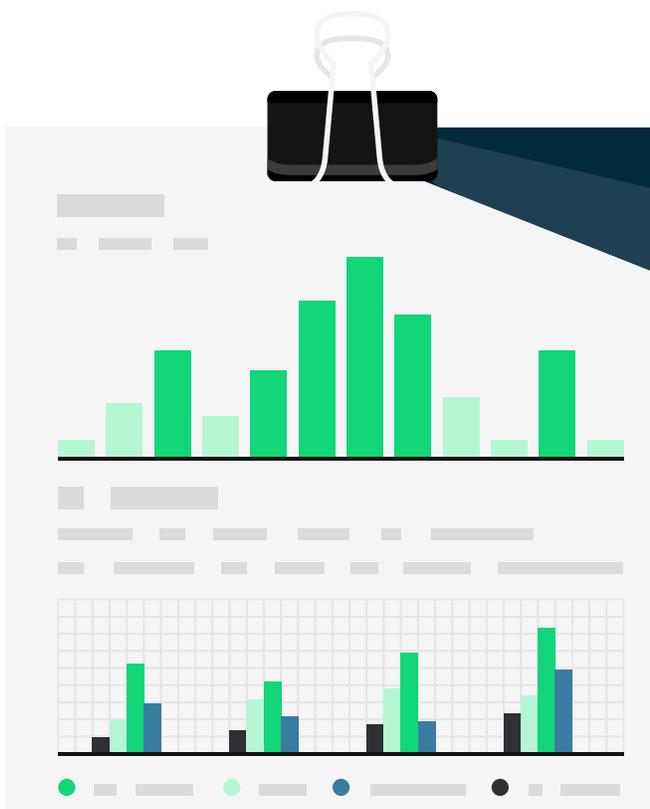




DELEGATION

WORKSHEET & GUIDE



DELEGATION WORKSHEET & GUIDE

For many leaders, delegation feels risky and even time-consuming, but it doesn't have to be that way.

With these three simple exercises, you can start experiencing the transformative power of delegation *today*.

EXERCISE #1: THE 80/20 RULE

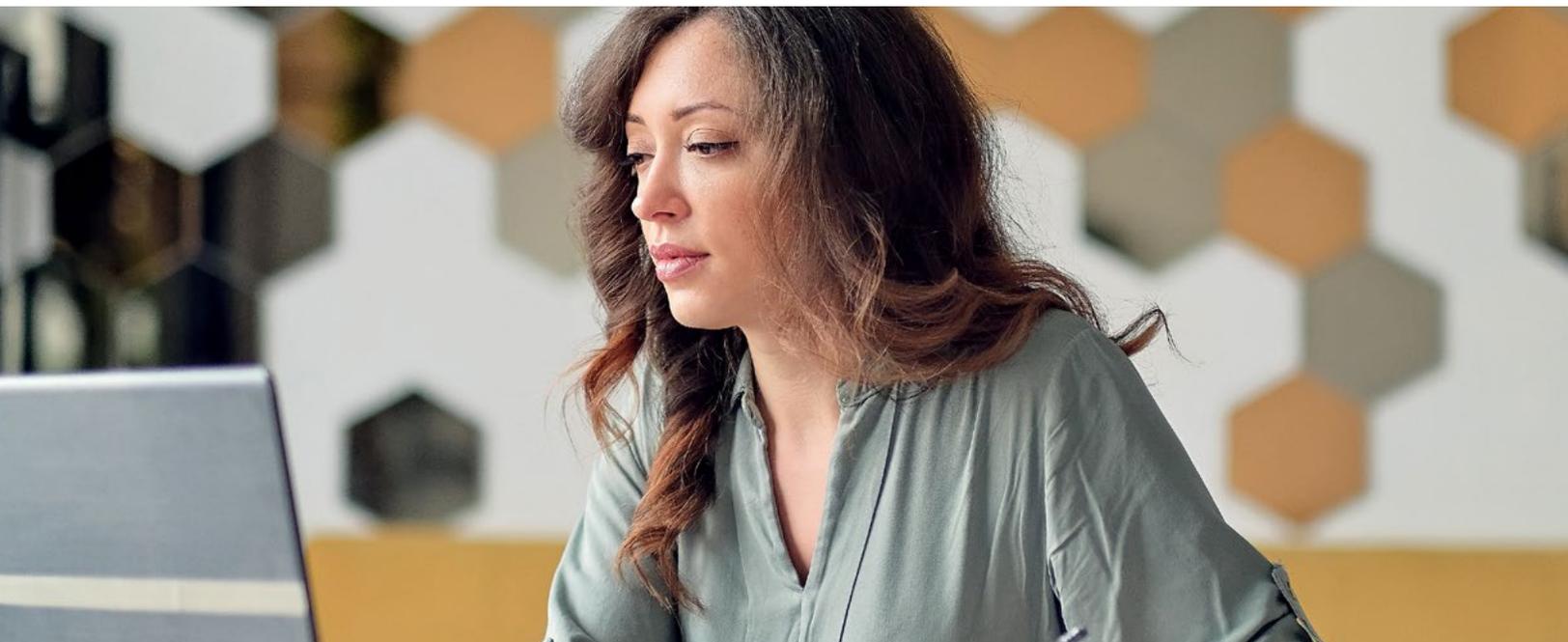
The 80/20 rule says that on average, 80% of your results come from 20% of your efforts — so, what tasks fall into that 20% for you?

In other words, where do you see the biggest bang for your buck?

Because that's where you should focus.

Sure, you can create email campaigns, track down leads to set up meetings, and do your own expenses, but *why would you?* Why would you want to spend your valuable (and expensive) time on tasks that can easily be done by someone else?

Delegating can remove the burden of low-value tasks, and the more you delegate, the more time you get to focus on what matters. Done right, the investment more than pays for itself — and by “done right,” we mean truly embracing the value of transformative delegation.



EXERCISE #2: THE 6 T'S OF DELEGATION

So, now you know what to keep, but what about what to delegate?

Well, that's simple: Delegate the rest.

But we know that might be a big jump in the beginning, so we've given you a starting place.

Look to the six T's to find out what you should start delegating:



TINY | These are small, seemingly inconsequential tasks that are easy to put off – but add up. They aren't important or urgent, and often only take a few minutes.



TEDIOUS | These tasks – like repetitive data entry – are relatively simple but not the best use of your time.



TIME-CONSUMING | These tasks are often important and complex but investing the time into training someone would free you up significantly for more important matters.



TEACHABLE | These tasks may seem difficult, but they can be delegated with the right training and approval process in place.



TERRIBLE AT | You know these tasks. Everyone has weaknesses, and while it's admirable to work on them, it's not always advantageous. Your weakness is another person's strength – delegate to them.



TIME-SENSITIVE | Delegate time-sensitive tasks so you can focus on the larger picture and have confidence in your process.



EXERCISE #3: DELEGATION MATRIX

By now, you've probably thought of a few tasks that you could take off your plate, but as we said, delegation done right involves embracing the concept as a whole.

That's why we've created a tool — a matrix, of sorts — so you can take inventory of your tasks and time commitments.

	IMPORTANT	UNIMPORTANT
LOVE	<p>Here's where you put the necessary tasks that energize you and maybe even challenge you.</p> <p>These fall into the '<i>reason you get up and go to work every day</i>' category.</p> <p>Ideally, they are tasks that <i>only</i> you can do with your unique set of talents and experience.</p>	<p>These tasks are the ones you love, but you've outgrown.</p> <p>Maybe it's monthly expense reporting or booking travel.</p> <p>Another way to think of this list would be from the perspective of what you should lead, teach, coach, and develop others on your team to do.</p>
HATE	<p>List all the tasks that you hate doing but worry that only you can do.</p> <p>Maybe it's a task that requires too much background knowledge to pass on — or maybe it's too important to entrust to someone else.</p>	<p>These are the time-draining tasks that will take over your entire day if you let them.</p> <p>We're talking about managing your inbox, scheduling your meetings, returning voicemails, etc.</p>

SO, NOW WHAT?



KEEP | Here's the good news: the tasks in this category are what you *should* have been spending your time on all along. By focusing on what only you can do instead of spreading yourself too thin, you avoid becoming a bottleneck for your entire organization. For a ship to sail smoothly, someone has to devote the time and energy to steering it.

RELEASE | Sometimes the tiniest and most teachable tasks can also be enjoyable. It's okay to protect one or two of these as a treat IF they aren't incredibly time-consuming, but as a rule of thumb, these tasks should be delegated. You've outgrown them, and frankly, you can't afford to pay for the time wasted.

TRUST | This can be a difficult category for many leaders. We know it may *feel* like you *have* to be the one to handle these tasks, but when you hate something, you avoid it. It's natural; however, these tasks are too important to be avoided. Choose someone you trust, document your systems thoroughly, and then accept that they might not do it just like you have. Remember that 80% Rule!

TRUST | This is the best part of delegation. All those tedious and terrible tasks that drain your energy? *Gone*. You get to hand them off and never worry about them again. And you know what's crazy? They aren't tedious and terrible for the right type of person.

YOUR TRUSTED PARTNER

Ready to delegate but not sure who to trust?

BELAY has a pool of over 2,000 vetted, U.S.-based professionals ready to free you up for what matters most.

Whether it's administrative, financial, or marketing support you need, BELAY has the flexible staffing solutions to fit your needs.

When you partner with BELAY, you partner with:



Vetted professionals with industry experience



Responsive and managed U.S.-based support



Flexible and scalable service

Delegate the details to us, so that you can get back to what you do best — leading.



ELITE SUPPORT FOR LEADERS WHO **REFUSE BUSYWORK**