

# What should you delegate?

A HANDY WORKSHEET  
THAT WILL MAKE  
YOUR JOB EASIER

A worksheet titled 'Activity Audit: What can you delegate?' with the subtitle 'Track every task you do for 3-5 days. The more you track, the easier your job will be.' The worksheet contains a table with two columns: 'Date' and 'Description of activity'. The table has 10 rows. The word 'resourceful' is partially visible in the top right corner.

Date	Description of activity

Great leaders and managers delegate well.

Delegating serves a number of purposes:

- Frees you **from the minutiae**
- Makes you – and your staff – **more efficient**
- Allows you **time to think** about the bigger picture
- Allows **subordinates to grow** and gain responsibility

But that doesn't mean it's wise to delegate just anything at anytime.

**When done randomly**, delegation **can be a disaster**.

To help you evaluate what you can delegate – and what you shouldn't – do an audit of your tasks.

For at least three to five days, **keep a log** of all your activities. (**We've provided a handy form** on the next page to help you.) Then **mark the priority** or value of those tasks.

You're likely to be startled by **what's eating up** most of your time **unnecessarily**.

Analyze the form, then ask yourself the hard question: **Can I delegate that?** Good luck! And feel free to share this form with others.

## Activity Audit: What can you delegate?

Track every task you do for 3-5 days. Then evaluate to see what can be delegated.

Date	Description of activity	Time spent	Priority/ Value			Can it be delegated?	
			High	Med.	Low	Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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