



SAMPLE DELEGATION WORKSHEET

Trying to handle all of your business tasks yourself will not only decrease your productivity, it will actually cause you to lose money. If you could delegate some of your most time consuming tasks such as appointment scheduling, project management and data entry, could you save yourself 15 hours every week?

Fill in the boxes below to find out what you can delegate today! ←

YOU

OTHERS

1. KEEP

Tasks you love and only you can do.

2. DELEGATE

Tasks you love but you know that others can do once you have trained or coached them.

LOVE

3. DELEGATE

Tasks you hate doing that you find yourself spending too much time on. This is typically areas like bookkeeping, legal work, detail driven tasks, project management, etc.

4. DELEGATE

Tasks that are time-consuming and mindless that others can easily take over. These are no-brainers! Save yourself time and stress by delegating to others.

HATE



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