

Delegation Worksheet & Guide

Getting started with delegation is the easiest thing you'll do today. And no. That's not sales hyperbole. It's seriously easy. Just keep these in mind:

1. IDENTIFY YOUR 80/20

The 80/20 rule says that 80 percent of your results come from 20 percent of your efforts, so determine which tasks merit 20 percent of your efforts.

2. APPLY THE 70-PERCENT RULE

Determine if the person you'd like to perform the task is able to do it at least 70 percent as well as you can so you can delegate.

3. SIT BACK

Well, kinda. Be prepared to find new and exciting ways to (re-)focus your time, talent and treasures with all the time you just reclaimed for yourself and your business.

When it comes to experiencing new growth in your business, you have to think differently about how you run it.

If you want to see growth, you have to realize that you can't do everything on your own. You are a business owner, visionary, the person at the helm steering the ship, figuratively speaking. And like any successful business, there are divisions to the work that needs to be done:

- Marketing
- Sales
- Finance
- Operations
- Product (what you actually deliver)

Each of these areas requires administrative support. 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.

A Virtual Assistant can help you in any or all of these areas, removing the burden of important but low value tasks from your responsibility. As they handle more and more tasks, you get more time to focus on generating higher paying leads. Done right, the investment more than pays for itself. And by “done right”, we mean embracing delegation and letting go of the tasks that you shouldn’t be doing anymore. Most business owners actually lose money because they don’t have someone else on their team to get more stuff done.

Delegation in management isn’t simply a way of unloading your responsibilities; it’s how business owners and leaders can benefit from the powerful, multiplying effects of entrusting others to do that for which they were hired. As you delegate, you not only free yourself from a busyness mountain of your own creation, but you also, in turn, develop the kind of employees and leaders that allow you, them and your business to grow.

To help you get started on the right foot, we’ve created a tool – a matrix, of sorts – so you can map out the various things you do each day.

Before you dive in, consider these six T's that can help you better determine what should go where.



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.



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



These tasks are often important and complex but you could delegate 80 percent of research and execution and reserve 20 percent for approval.



These tasks may seem difficult but can be delegated once you’ve taught the basics, while you again reserve your 20 percent for approval.



Know your weaknesses – and delegate them. The devil’s in the details so delegate to someone who will delight in the devil of your details.



Delegate time-sensitive tasks so you can focus on project-based deadlines.

Step 1

Let's start with the fun stuff. In box #1, make a list here of all the things you love doing. These are the things that make you feel alive. They don't leave you drained, but rather fired up. Think of these tasks as things that only you can do for your business. Sure, you may love picking out your favorite pens at the office supply store, but if you can ask someone else to do the task, it doesn't belong on this list.

Step 2

Now, think of the things that you also enjoy doing (like buying those fancy pens), but that someone else can do for you. List these in box #2. Examples may be your monthly expense reporting or booking your travel. 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.

Step 3

For the last two quadrants, you'll want to think about the things you really really don't like doing on a daily, monthly, or yearly basis. Think of the stuff you hate. Tasks that you think you should be doing, or things that you procrastinate competing. List these in box #3. If you hate doing stuff that you know you should do, it will show up later (and not in a good way). This is typically outsourced areas like bookkeeping, legal work, project management, proofreading & etc.

Step 4

And for the last one, this is a no-brainer. What are the things that you really don't like doing and KNOW that someone else can do for you?. Be crazy – add things to this list like going to the grocery store or updating content on your website and write these in box #4. You're the King (or Queen) of Wasting Time if you work in this quadrant.

Many leaders actually lose money because they don't delegate.

If you could delegate just a few tasks like email management, appointment scheduling, travel bookings, meeting planning, and expense reporting, you could save yourself 15 hours every week.

Fill in this delegation worksheet below to find out what you can delegate today!

	YOU	OTHERS
LOVE	<p>1. KEEP</p> <p>List all of the things you love doing. These are the things that make you feel alive. They don't leave you drained but fired up. Think of these tasks as things that only you can do for your business. Sure, you may love picking out your favorite pens at the office supply store but if you can ask someone else to do the task, it doesn't belong on this list.</p>	<p>2. DELEGATE</p> <p>List all of the things that you also enjoy doing (like buying those fancy pens), but that someone else can do for you. Maybe it's monthly expense reporting or booking travel. 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>3. DELEGATE</p> <p>List all of the things you really don't like doing on a daily, monthly, or yearly basis. These could be tasks that you should be doing but procrastinate completing.</p>	<p>4. DELEGATE</p> <p>List all of the things you really don't like doing and know someone else can do for you. Be creative – add things to this list like going to the grocery store or updating content on your website. Doing anything in this quadrant is guaranteed time wasted.</p>

	YOU	OTHERS
LOVE	1. KEEP	2. DELEGATE
HATE	3. DELEGATE	4. DELEGATE



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