

# Delegation Worksheet & Guide

Delegation can feel risky and time-consuming,  
but it doesn't have to.

**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 at 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 other more important matters.



## TEACHABLE

These tasks may seem difficult but 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

For many leaders, delegation feels risky and even time-consuming — but it doesn't have to be that way. Delegating the right tasks can help you reclaim valuable time and energy to spend on the things that matter.

Wondering which tasks you should delegate? Use this matrix to take inventory of your tasks and time commitments and see how you can focus on what matters most by delegating!

	YOU	OTHERS
LOVE	<b>KEEP</b> 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.	<b>RELEASE</b> List all of the things that you also enjoy doing, but that someone else can do for you. What should you lead, teach, coach, and develop others on your team to do?
HATE	<b>TRUST/EMPOWER</b> List all of the things you really don't like doing on a daily, monthly, or yearly basis. These could be tasks you should be doing but procrastinate completing. Remember that 70% Rule!	<b>DELEGATE IMMEDIATELY</b> List all of the things you really don't like doing and know someone else can do for you. Doing anything in this quadrant is guaranteed time wasted.

## So now what?

Take time to reflect on the tasks and time commitments that make up your day, week, month, and year. Decide where they fall in the matrix, then go ahead and **RELEASE, EMPOWER, and DELEGATE!**

	YOU	OTHERS
LOVE		
HATE		

## 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, accounting, or marketing support you're looking for, BELAY has the flexible staffing solution 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.**



