

WEEK 40 | DELEGATION TEMPLATE

Stop doing everything yourself. Start creating ownership.

FILL IN: ~10 MINUTES

1 WHAT AM I DELEGATING?

Task / Responsibility

Why does it need to be done?

2 WHO WILL OWN IT?

Name:

Role:

3 WHAT DOES SUCCESS LOOK LIKE?

By , I need

The outcome I expect:

4 WHAT DOES THE PERSON NEED?

- | | |
|------------------------------------|--|
| ☐ Context | ☐ Access / Tools |
| ☐ Training | ☐ Authority to make decisions |
| ☐ Resources | ☐ Examples / Previous work |

5 WHAT ARE THE BOUNDARIES?

They can decide independently:

They need to check with me before:

6 WHEN IS IT DUE?

Deadline:

Check-in date:

How will we review it?

- | | |
|--|--|
| ☐ 15-min conversation | ☐ Email update |
| ☐ Dashboard | ☐ Other: <input type="text"/> |

THE 80% RULE

What would "good enough" look like?

What absolutely cannot be compromised?

AFTER DELEGATING - Did I...

- | | |
|--|---|
| ☐ Clearly explain the outcome? | ☐ Resist the urge to take it back? |
| ☐ Give enough authority? | ☐ Give feedback rather than micromanage? |
| ☐ Provide the resources needed? | |

ONE THING I WILL DELEGATE THIS WEEK:

Leadership is not doing more.
Leadership is creating more people who can do more.