

Tools and templates



Identifying tasks that can be delegated easily

The four questions below assess how suitable a task is to be delegated. The exercise focuses on identifying quick wins – the tasks you should look to delegate as soon as possible.

If the total score of a task is ten or below, it's a good candidate to consider delegating.

1. How often do you complete the task?

Rate how regularly you complete the task from daily to quarterly.

1	2	3	4	5
Daily			Quarterly	

The more often you complete a task, the greater efficiency there is to be gained from delegation.

2. How easy is it?

Rate how easy the task is to complete from straightforward to complex.

1	2	3	4	5
Straightforward			Complex	

It's good to delegate tasks with different complexity levels. However, straightforward tasks are the quick wins of delegation.

3. Does the task utilise one of your key skill sets?

Rate how good you are at completing the activity, from weak expertise to core skill.

1	2	3	4	5
Weak expertise			Core skill	

It's best to play to your skills – do what you do best and delegate the rest.

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4. How important is the task to the company's long-term prospects?

Rate how important the task is from low impact to mission critical.

1	2	3	4	5
Low impact			Mission critical	

Leaders need to have a close handle on mission critical activities.

Next steps

Once you've identified a number of low scoring tasks, you can decide what to prioritise. What are the two or three tasks you will start delegating?

1) _____

2) _____

3) _____