

Task Delegation Worksheet

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Why use this worksheet?

Delegating tasks is hard. Especially if delegating would require you to pay someone else to take something off your plate. However, if we can delegate tasks that we do not enjoy, are not good at, or never seem to get to, we can do more of what we LOVE and less of what we don't. Use this worksheet to identify the tasks you should consider delegating, and the action steps you are going to take on them.

Step 1: Observe & Record Tasks

- Over the next week, as you perform day to day tasks, record them in the appropriate columns below.
- If a task occurs multiple times, make a tally mark next to it, or some other form of notation that it occurs multiple times.
- If a task would make sense in more than one column, place it in the most accurate column. If this is a task that occurs frequently, you may discover that a different column makes more sense the further you get into the week. Put it in that column.
- Tasks can be anything, big or small, but the more specific you can be below, the better.
 - For example: You may enjoy a piece of a certain task, but hate another step of that task. List each specifically in the accurate column.

LOVE You love these tasks. You simply enjoy doing them.	HATE You feel dread, resentment, or even sick to your stomach when you have to do these tasks.	STRUGGLE WITH You don't necessarily hate these tasks, but you're not good at them. You make mistakes, and struggle.	NEVER HAVE TIME You feel frustrated with these tasks because you never seem to even get to these.

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Step Two: Review & Take Action

1. Are you surprised by what ended up in each column?
2. What was the first thing you noticed when reviewing your columns?
3. List some ideas of how to **INCREASE** opportunities to do more of what you **LOVE**.

What I would LOVE to increase.	Action steps to increase.

4. Look at the Hate / Struggle With / Never Have Time columns.

What tasks would you love to delegate?

5. Looking at the list immediately above:

1. Number in order of priority, the **Top 3-5** tasks you would **MOST** like to delegate.
2. Next, **circle the 3-5 tasks** which are the **EASIEST to delegate** - or at least get help with.
3. Finally, place a **T** next to the tasks that would **save you the most TIME**.

6. Review the list in #4 and choose 3 items to delegate or work toward delegating.

Tasks to delegate
1.
2.
3.

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7. Identify one action step you will take for each task you have decided to delegate.

Action to Take	Action Completion Date

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The banner features a row of light bulbs on the left, with the first one glowing. To the right, the text reads: **CONNECTED COACHING**. Below this, it says: **WITH THE TEACH BETTER TEAM**, **PERSONALIZED CONNECTIONS, SUPPORT, AND INSPIRATION TO BE BETTER.**, and **TEACHBETTER.COM/COACHING**. On the far right, there are three vertical green bars labeled **TIER 1**, **TIER 2**, and **TIER 3**.