DELEGATION PLANNING TOOL

Section 1 – What Only I Can Do

Task	Why Only I Can Do This	Keep or Delegate?

Section 2 – Delegation Matrix

Task	Urgent?	Important?	Skill Level Needed	Potential Delegate	Development Opportunity?

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Section 3 – Delegation Brief

Desired Outcome:
Resources:
Timeline / Milestones:
Check-in Dates:
Other:

Section 4 – Reflection (Post-Task)

What Went Well	**Adjustments for Next Time**