



# 98/2 Delegation Worksheets

## Exercise 1: Your Delegation History

Write down a delegation success story

- ✓ Who was the delegee?
- ✓ Why was the process successful?
- ✓ Break down why it was successful by training/process/delegee

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Write down a delegation success failure story

- ✓ Who was the delegee?
- ✓ Why was the process successful?
- ✓ Break down why it was successful by training/process/delegee

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## 98/2 Delegation *Worksheets*

If you had a do-over, how would you change one of these scenarios?

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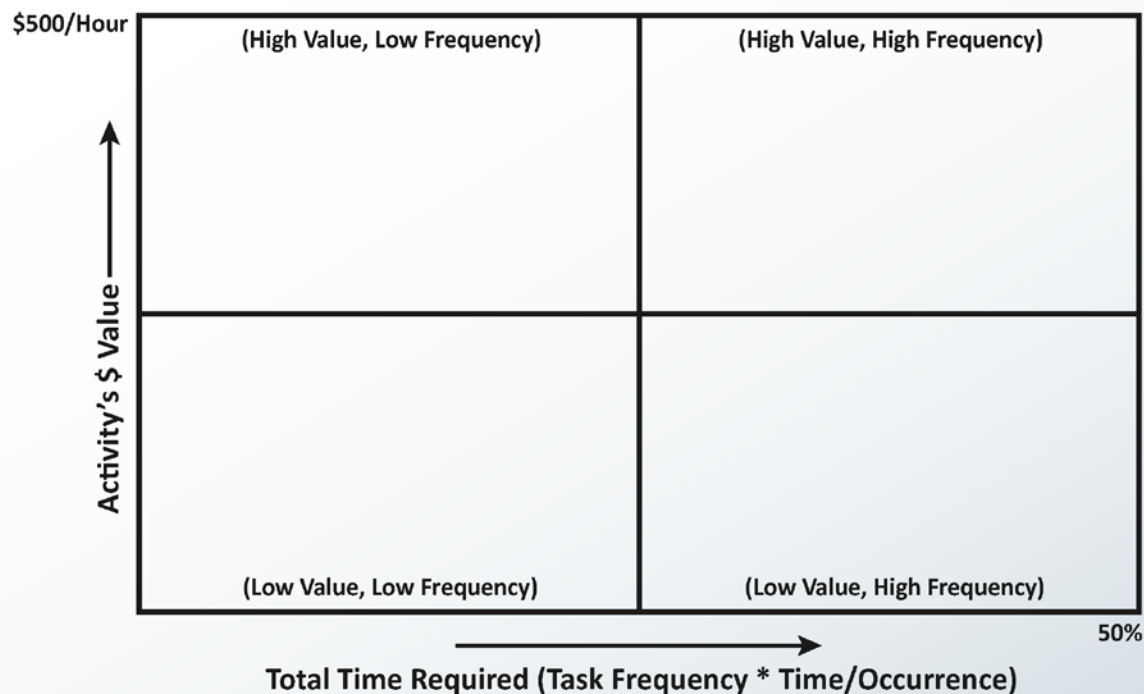
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## 98/2 Delegation Worksheets

### Exercise 2: Finding Your Delegation Line

Step 1: Plot and label your activities

### *Delegation Grid*



Step 2: Draw a line with ½ below, ½ above – this is your Delegation Line

Step 3: Pick one or two of the activities below the line to delegate

Step 4: Stay tuned for the rest of the 98/2 process for details how you can most effectively delegate these tasks

Step 5: What high impact activities will you do with your new-found time?

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## 98/2 Delegation Worksheets

### Exercise 3: Using the Delegation Grid

What work is below the line?

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What work should you delegate?

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## 98/2 Delegation Worksheets

What work will you delegate?

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What are the obstacles?

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Which of these obstacles are legitimate and which are yabuts?

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## 98/2 Delegation Worksheets

### Exercise 4: Real-world Takeaways

What can you learn from Anne?

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What tasks are you “bundling”

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What is the real Picasso work in these tasks?

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## 98/2 Delegation Worksheets

### **Exercise 5: Personal Action Steps & Accountability**

Write down what you will accomplish in the next month

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Write down what you will accomplish in the next year

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Why is it important?

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What will it mean to the organization and you personally?

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## 98/2 Delegation Worksheets

### Accountability Worksheet

What do you need to be held accountable for?

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What will you DO to hold yourself accountable?

- Positive trap?
- Accountability partner?
  - From group
  - Group leader
  - No friends or family

Who will you enlist to help with your goal?

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What is their role?

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### Feedback and follow-up

- This session will help my business
- This session will not impact my business
  
- I would like to discuss this topic in more detail with the group leader
- I could use some coaching/consulting on this topic, please contact me