

Action Guide

DELEGATING WITH EASE





**One is too small a number to
achieve significance.**

JOHN MAXWELL

What prevents me from delegating now?

WHAT ARE ALL THE WORK ACTIVITIES YOU ARE DOING?



DAILY



WEEKLY



MONTHLY



QUARTERLY



YEARLY

WHAT ARE ALL THE PERSONAL ACTIVITIES YOU ARE DOING?



DAILY



WEEKLY



MONTHLY



QUARTERLY



YEARLY

PRIORITIZE BY

Go back and prioritize each activity by one of the three options



DEAL WITH IT



DELAY IT



DELEGATE IT



WHAT IS THE VALUE OF MY TIME?

My Hourly Pay X How many hours I spend on an activity.

What is the cost value of that activity?

The 30X Rule of Equipping Someone Else

Activity x 5 minutes per day x 30 days = 150 minutes Equipping
Time Invested

Activity x 5 minutes of YOUR TIME/day x 250 workdays = 1250
minutes (21Hrs/year)

Equip someone for 5 minutes per day for 30 days = 150 minutes
(2.5 Hrs.)

21 Hours – 2.5 Hours = 18.5 Hour Return on Time Invested (ROTI)

18.5 hours gained Divided by 2.5 hours invested = 740% ROTI

WHAT CAN YOU DO WITH 18.5 MORE HOURS?



LET'S LEARN HOW TO DELEGATE EFFECTIVELY

5 Step Equipping Formula



1 | COMPETENCE

This is where you handle the task.



2 | TEACHING

You do the task, but someone else is with you.



3 | COACHING

Someone else handles the task, but you are with them.



4 | DELEGATION

Someone does the task alone - they build competence.
You (*the leader*) build confidence.



5 | MULTIPLICATION

Someone else does it and they have someone else with them.



Leadership isn't about getting things done right. It is about getting things done through other people.

ANDY STANLEY

Action Impact Steps

List below all of your 'delegate it' activities from pages 2 & 3. Then answer WHO beside each one you will delegate this activity to on your team.

ACTION IMPACT STEPS

Schedule your 5 minutes per day for 30 days you will use to equip this person on how to do the work correctly.

Start the 5 Step Equipping Formula with each person for each activity.

Let go of control by establishing expectations and mile marker coaching conversations until you build the confidence and trust.



Delegation is one of the most difficult skills to learn. Most of us are perfectionists and are afraid to let others do something we can do faster and better most of the time.

Make sure you create an intentional schedule for yourself to delegate and then equip others to do the activities 80% as well as you could.

This skill is not learned by accident, it only happens with intentional focus and effort.

Mike Harbour

