

The Delegation Decision Matrix

DON'T KNOW HOW TO DO

List everything that has to be done in your business that you have no idea how to do.

DON'T HAVE TIME TO DO

List all the things that are important, but you can never seem to get around to them.

DON'T WANT TO DO

List all the things that you may know perfectly well how to do, but you dislike doing them, they zap you of emotional energy, are draining or time consuming and prevent you from focusing on what you Need To Be Doing.

NEED TO DO

What you need to do to move your business forward. Face it, there are tasks that only you can do to transform your business. If flying to Atlanta for a networking event is something only you can do, let's avoid putting that in the Don't want to do column.