

Delegation Exercise Work Sheet

Directions: As you move through your day, consider each activity you are doing and note it in the first column called "Description of Work Activity". Just write down each key task, such as "Making sales calls" or "Prepare expense report". At the end of the day, review each activity and categorize it as: Could be **Delegated Now** (*I just haven't got around to it!*); Could be **Delegated Soon** (*once I have the people and/or a system in place*); **Cannot Delegate** (*in the foreseeable future: i.e., too complex; no one else could do it; etc.*). Check off the appropriate column. Finally, roughly estimate the **Time Spent** daily on the task (20 min., $\frac{1}{2}$ hr, 2 hrs, etc.). Use a separate sheet for each day you track.

DATE: _____

Description of Work Activity	Could Delegate Now	Could Delegate Soon	Cannot Delegate	Time Spent
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				