

THE *Delegation* MATRIX

Have you always struggled with delegation? Or maybe you feel like no one can do it as well as you, so you just don't delegate.

Let's get over that together so you can be more productive, make more money and help more people.

What I LOVE
to do & I'm
GOOD at

What I HATE
to do & I'm
GOOD at

What I LOVE
to do & I'm
BAD at

What I HATE
to do & I'm
BAD at

Follow these simple steps to figure out what to delegate:

1. Organize your tasks to fit in one of the four quadrants
2. Take each quadrant and then re-arrange those items in order of ease of delegation and lowest hourly rate it would cost someone else to do it
3. Start with the box - What I hate & I'm bad at
4. Start delegating!

THE *Delegation* MATRIX

What I LOVE to do & I'm GOOD at

What I LOVE to do & I'm BAD at

What I HATE to do & I'm GOOD at

What I HATE to do & I'm BAD at