

****Coaching Conversation Summary****

****Client:**** Alex, a mid-level manager struggling with delegation and feeling overwhelmed by workload.

****Key Goals****

- Improve delegation skills to reduce personal workload.
- Increase team member autonomy and engagement.
- Develop a system for prioritizing tasks effectively.
- Reduce stress and improve work-life balance.

****Major Breakthroughs****

- Alex identified a core belief hindering delegation: fear of tasks not being completed to their own standards. We explored the root of this fear, linking it to past experiences with unreliable team members.
- We discussed the concept of "good enough" versus perfectionism, and the importance of trusting team members' abilities to learn and grow.
- Alex developed a preliminary task prioritization matrix based on urgency and importance, committing to pilot testing it this week.
- Alex committed to providing clearer delegation instructions, including expected outcomes and available support.

****Actionable Next Steps****

- Alex will implement the prioritization matrix this week, tracking time spent and identifying bottlenecks.
- Alex will delegate one key task to a team member this week, utilizing the new delegation framework discussed.
- Alex will schedule a follow-up coaching session in one week to discuss the results of the prioritization matrix and the delegated task.
- Alex will read articles on effective delegation and team empowerment provided by the coach.