Checklist: What Can You Delegate?

We'd all like to delegate better, but it can be hard to know what tasks are appropriate to outsource. First, for at least one week (two weeks is even better), write down each one of your tasks, so you have an overall sense of how you spend your time.

Now, you can start to evaluate what tasks to delegate. For every task, ask yourself:

Yes	No	
		Do you dislike it?
		Do you often procrastinate doing it?
		Is there someone you can tap who loves it or is good at it?
		Do you have an employee who wants or needs to practice developing this skill?

Answering yes to any of these questions is a sign that you should at least consider the possibility of delegating that particular task.

Finally, one more question to consider:

Yes	No	
		Is this task the highest and best use of your time (i.e., a place where you can make a unique contribution)?

 Answering no to this question is yet another reason to explore the possibility of delegation.

Good luck!