



Prioritize & Delegate

Prioritize Our Life and Work

	Important	Not Important
Urgent	1	3
Not Urgent	2	4

Important = Tasks that help achieve our goals **Urgent** = Limited time to act

Delegator's Dozen

1. Set a clear objective.
2. Select the Delegatee.
3. Train the Delegatee.
4. Get input from the Delegatee.
5. Assign the project or task and a deadline.
6. Provide necessary guidance.
7. Make a delegation contract.
8. Establish controls.
9. Maintain controls.
10. Provide feedback.
11. Identify lessons learned.
12. Evaluate performance.