

## How to Use This Matrix

List all tasks you currently do. Score each one on Impact and whether YOU must do it. Then use the matrix to decide: Do, Delegate, Automate, or Eliminate. The goal is to spend 80% of YOUR time on high-impact work that only you can do.

## THE DELEGATION MATRIX

	Only I Can Do This	Someone Else Can Do This
High Impact	<b>DO IT</b> This is YOUR zone of genius. Protect time for these tasks. Schedule deep work blocks.	<b>DELEGATE</b> High-impact but others can do it. Invest time in proper briefing. Trust your team.
Low Impact	<b>AUTOMATE</b> Low-impact but you still do it? Find tools or create templates. Systematize and move on.	<b>ELIMINATE</b> Why is this still happening? Stop doing it completely. Say no. Delete. Let go.

## TASK AUDIT WORKSHEET

List everything you do in a typical week. Be brutally honest.

Task / Activity	Hours/Week	Impact (H/L)	Only Me? (Y/N)	Decision
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____	_____

## DELEGATION BRIEF TEMPLATE

Use this template every time you delegate a task. Clear briefing = better results.

**Task Name:**

\_\_\_\_\_

**Delegated To:**

\_\_\_\_\_

**What needs to be done:**

\_\_\_\_\_

**Why it matters:**

\_\_\_\_\_

**What 'done' looks like:**

\_\_\_\_\_

**Deadline:**

\_\_\_\_\_ Check-in Date: \_\_\_\_\_

**Resources / Access needed:**

\_\_\_\_\_

**Level of authority:**

Do exactly as instructed  Recommend then act  Act independently

**Questions? Ask me by:**

\_\_\_\_\_

*Delegation is not about dumping tasks. It's about multiplying impact. The best leaders make others better, not just themselves busier.*