

Brainstorming Delegatable Tasks - Prework

Instructions: Keep this table on your desk for one week. Track any tasks that fall into these six categories. Be prepared to discuss this on Day 1.

Tiny: Tasks that are so small they seem inconsequential to tackle but they add up. They are never important or urgent, and even if they only take a few minutes they end up taking you out of the flow of more strategic work.

Tedious: Tasks that are relatively simple probably are not the best use of your time. Very straightforward tasks can (and should) be handled by anyone but you.

Time-Consuming: Tasks that, although they may be important and even somewhat complex, are time-consuming and do not require you to do the initial 80% of research.

Teachable: Tasks that, although complicated seeming at first and possibly comprising several smaller subtasks, can be translated into a system and passed along, with you still providing quality checks and final approval.

Terrible At: Tasks that not only do not fall into your strengths but an area where you feel unequipped. You take far longer than people skilled in this area and still produce a subpar result.

Time Sensitive: Tasks that are time-sensitive but compete with other priorities; there isn't enough time to do them all at once, so you delegate an important and time-sensitive task so that it can be done in parallel to your other project-based deadlines.