VERTIGO CODEX . DOWNLOADABLE . WORKSHEET

Delegation Audit Grid

Companion to "Delegation Audit, The Six T's"

30 TO 45 MINUTES

HOW TO USE THIS SHEET

1. List every recurring task, project or responsibility you carry. Go through the last two weeks of your calendar, and include what you do so automatically you no longer call it a task.
2. Tick every T that fits: Tiny, Tedious, Time-consuming, Teachable, Terrible at, Time-sensitive. One tick is enough to make it a candidate.
3. 70 percent test: could someone else do it at about 70 percent of your quality or speed? If yes, it goes.
4. For each task you resist handing over, write what you are actually protecting, in one sentence.
5. Pick 2 or 3 to hand off this week: who, the why you will share with them, and when.

	The task one line	**Tiny** breaks focus	**Tedious** drains you	**Time-cons.** deep, detailed	**Teachable** with clear steps	**Terrible at** not your strength	**Time-sens.** urgent, not you	**70% test** yes / no	**Who could take it** a name
TASK 1									
TASK 2									
TASK 3									
TASK 4									
TASK 5									
TASK 6									
TASK 7									
TASK 8									

WHAT I AM PROTECTING, FOR THE TASKS I KEPT

THIS WEEK'S HANDOFFS: WHO, WHY, WHEN