think
productive
REIMAGINING WORK

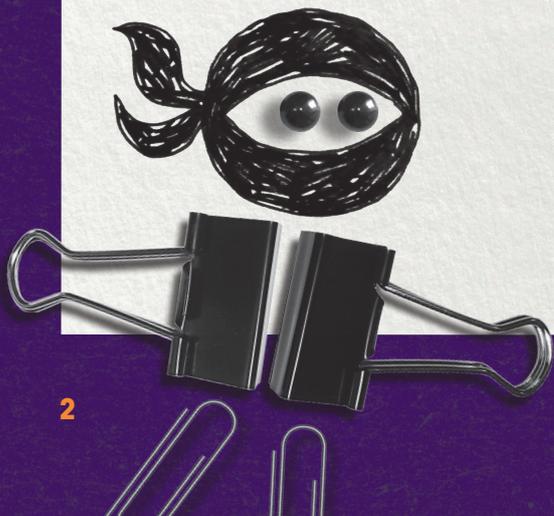# DELEGATE LIKE A
PRODUCTIVITY NINJA

→ EMPOWER YOUR TEAM

→ RECLAIM YOUR TIME

NOTES

THINGS I MIGHT LIKE TO DELEGATE	OUTCOMES AND RESULTS I WANT TO SEE

Living Doc

Use this as a template and create a dynamic, "Living Doc" for each person on your team.

COLLEAGUE'S NAME

_____

_____

STRENGTHS

_____

_____

WORK THAT THEY ENJOY

_____

_____

AREAS FOR DEVELOPMENT

_____

_____

MOTIVATIONS

_____

_____

TRAINING NEEDS

_____

_____

THINGS TO DELEGATE

_____

_____

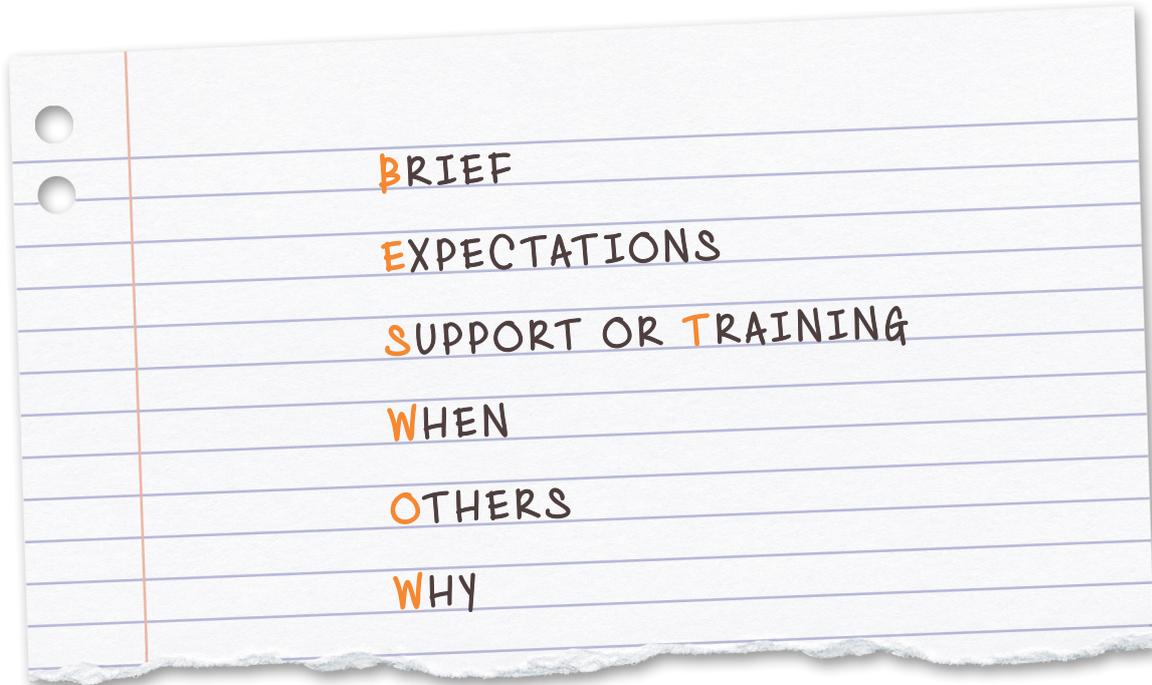HOW CAN I TAKE THIS TO THE NEXT LEVEL?

_____

_____

Delegation Checklist

Follow this handy checklist to delegate brilliantly, empower your team and create wow results!

We call it the BEST WOW **checklist!**

BRIEF

EXPECTATIONS

SUPPORT OR TRAINING

WHEN

OTHERS

WHY

1) Write a **brief,** including:
   - ▶ The end result that you want
   - ▶ The time you expect the task to take
   - ▶ Any deadlines
   - ▶ Any other information & resources that will be needed

2) Make sure that the person understands what is **expected** of them (a two way process). Be clear on the boundaries/parameters

3) Identify any **support or training** needed

4) Agree **when** and how they should report back

5) **Others** – Who needs to know about the arrangement? (Make sure you tell them!)

6) **Why?** You may also want to include why you are asking them to do this to get their full engagement

My Delegated Project

Delegate to project success. Remember the BEST WOW checklist!

BRIEF

_____

_____

EXPECTATIONS

_____

_____

SUPPORT OR TRAINING?

_____

_____

WHEN (and how to report back)

_____

_____

OTHERS (who else needs to know?)

_____

_____

WHY (delegated to them?)

_____

_____

My Delegated Project

Delegate to project success. Remember the BEST WOW checklist!

BRIEF

_____

_____

EXPECTATIONS

_____

_____

SUPPORT OR TRAINING?

_____

_____

WHEN (and how to report back)

_____

_____

OTHERS (who else needs to know?)

_____

_____
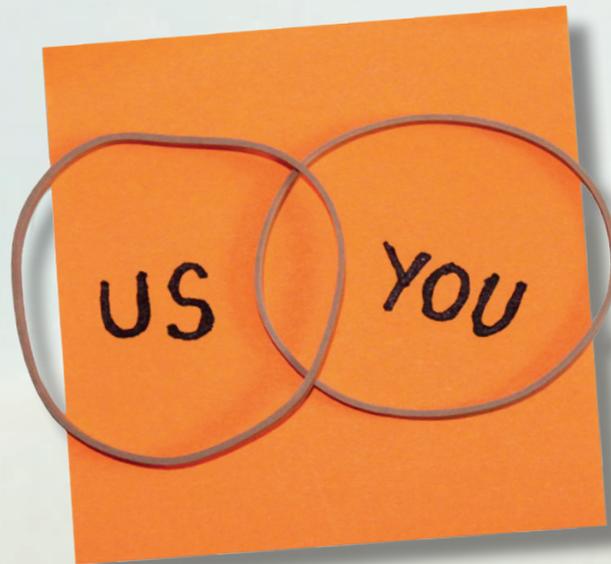
WHY (delegated to them?)

_____

_____

Find Out More

We can help your entire organization make space for what matters by getting back in control of workloads, emails and meetings.

Contact your nearest office

www.thinkproductive.com

Share your productivity journey!
@thinkproductive
#ProductivityNinja