Identifying tasks that can be delegated easily

The four questions below assess how suitable a task is to be delegated. The exercise focuses on identifying low-hanging fruit; the tasks you should look to delegate as soon as possible.

If the total score of a task is ten or below, it's a good candidate to consider delegating.

1. How often do you complete the task?

Rate how regularly you complete the task from daily to quarterly.

1	2	3	4	5
Daily				**Quarterly**

The more often you complete a task, the greater efficiency there is to be gained from delegation.

2. How easy is it?

Rate how easy the task is to complete from straightforward to complex.

1	2	3	4	5
Straightforward				**Complex**

It's good to delegate tasks with different complexity levels. However, straightforward tasks are the low-hanging fruit of delegation.

3. Does the task utilise one of your key skill sets?

Rate how good you are at completing the activity, from weak expertise to core skill.

1	2	3	4	5
Weak expertise				**Core skill**

It's best to play to your skills – do what you do best and delegate the rest.

4. How important is the task to the company's long-term prospects?

Rate how important the task is from low impact to mission critical.

1	2	3	4	5
Low impact				**Mission critical**

Leaders need to have a close handle on mission critical activities.

Next steps

Once you've identified a number of low scoring tasks, you can decide what to prioritise. What are the two or three tasks you will start delegating?

1) _____

2) _____

3) _____