



5-MINUTE DELEGATION PLAN

Many managers and leaders struggle to delegate. It's hard to relinquish control. When delegating, we retain the responsibility for getting that task accomplished—we're supervising the process.

We cannot and should not do everything ourselves.

1. We don't have unlimited time.
2. We don't have unlimited talent. Other people may do some things better than we can.
3. Others may have a lower opportunity cost for doing specific job.

Calculate opportunity cost

Opportunity is the highest, best use of our time. A lost opportunity has a cost, and it needs to be calculated.

Every time we make a decision to spend time doing one thing, we forego the opportunity to do something else. If that something else could be making us money—or in some other way “paying” us in rest, energy, pleasure, restoration or creativity—then it's worth considering.

Say we decide to go skiing, foregoing 8 hours of the opportunity to deliver pizza at \$20 an hour. The cost of skiing for 8 hours is not just the cost of renting skis, the lift pass, and transportation. It's the cost of what we could be doing, but won't be—in this case delivering pizza. That \$160 of lost opportunity needs to be considered.

If we can hire someone to do a task at a lower opportunity cost than our own, then we should. For example, we may know how to change the oil in the car, but auto service companies can do it more efficiently and at a much lower opportunity cost than we can.

I should delegate:

1. _____
2. _____
3. _____

Tips for delegation when you have employees

Remember, we're not *reliquishing control*. We still own the responsibility for that task, we're just not doing it. Supervising can take less energy. To make it go smoothly:

1. Delegate to someone who has a natural skill.
2. Delegate to someone who wants to enhance their skills, or wants to learn a new skill.
3. Delegate to someone whose role dictates that they do that job.

Tips for delegation when you DON'T have employees (or are one)

Many people protest that they cannot delegate because their company will not pay for outsourcing or extra help. So we need to pay for it ourselves. If we struggle with making a flyer or creating a brochure, or some other job that can be outsourced, outsourcing it frees up time to focus on the parts of the job that we enjoy.

Some tips:

1. Trade jobs with another co-worker because they can do it better, or because it is a task you just don't want to do.
2. Outsource jobs (assuming no privacy issues are involved) via virtual services such as: FancyHands.com, Fiverr.com, Upwork
3. Hire part-time help at nights or on weekends to help you get work done.
4. Get a virtual assistant.

I will delegate:

1. _____
2. _____
3. _____