# Delegation
## Task / Activity Analysis

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<tr>
<th>Task/Activity</th>
<th>Time Spent</th>
<th>Can I Delegate It?</th>
<th>Rate</th>
<th>Comments</th>
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C - Choice – task or project challenging, important, interesting
R - Routine – task or project done routinely or frequently
T - Thankless – task or project considered undesirable