



Delegation Task / Activity Analysis



Task/Activity	Time Spent	Can I Delegate It?		R a t e	Comments
		As Is	Revised		
	Daily				
	Weekly				
	Monthly				
	Daily				
	Weekly				
	Monthly				
	Daily				
	Weekly				
	Monthly				
	Daily				
	Weekly				
	Monthly				

Choice – task or project challenging, important, interesting
Routine – task or project done routinely or frequently
Thankless – task or project considered undesirable