

... DELEGATE

THE ELEVATION FREEDOM GUIDE™

Are you hitting the ceiling?

Elevate yourself into more freedom with the simple
delegation system Built for Visionaries™

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INTRODUCTION

Hello and welcome!

You may have found this ebook because you sought an improvement you wanted to make for yourself, or because a coach, spouse or family member is telling you that you need to find more time. What matters is that you are here, and that you are committed to reclaiming your time, and recognize that delegation is your tool to do it.

Embracing delegation is like sticking to a diet for your time and energy. It's not easy, and a short-term fix is never going to really ever move the needle for you. This ebook is designed to be an encouraging, thoughtful and useful guide to help you implement a delegation system you can stick with for the long-term.

We cover the basic tenets of delegation as I've designed them, having helped hundreds of entrepreneurs with this over the last 15 years. We include mindfulness exercises as part of the overall experience, because so much of delegation working well is about YOU being in the right headspace for it.

Throughout the ebook, I share tools, concepts and exercises you can implement TODAY to elevate yourself into more impactful work. At the end of the ebook, I include 2 delegation templates to help you with the long-haul. Whether you have someone to delegate to or you're just starting out, these plans layout a detailed path forward over 30 or 90 days. If you're looking to do this work with guidance in a small group, consider joining one of our live "Elevation Quarters"™ to expand your learning and implementation of these concepts.

You can do this. Just work the system and let go.

I am honored to be part of your journey.



Namaste,

-Emily



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**“S/HE THAT HAS TIME,
HAS LIFE.”**

- ENGLISH PROVERB -



DELEGATION IS AN ENERGY MANAGEMENT SYSTEM™

PICTURE THIS:

You wake up after a restful night's sleep, ready to take on the day. You make your coffee, sit down and begin a meditation reflecting on abundance and all that you are grateful for. You go for a brisk walk outside and take in the sweet air and energy of the day, appreciating the blessings around you. After a shower and a healthy breakfast, you check your schedule and see that your morning is free to brainstorm an idea you've been contemplating. You dive into ideation and start to map out success criteria to bring the idea to your team.

Around lunch time, you have a short time block set up to respond to a few questions related to projects that your team is already working on. Those projects are YOUR ideas brought to life by the skilled team that is executing them out around you. They rely on your limitless energy and passion to keep the vision of the company moving forward, and are grateful for your ability to make this key contribution.

After a quick nourishing bite, you meet with some collaborators to brainstorm ways that you can lift each other up. Because your mind is clear and unattached from the million issues and to do's generated by your business, you're able to contribute your best ideas. You know you have the right people and systems in place to handle anything; people who love to solve problems and have the tools, training and autonomy to do it well. Leaving that call, you're energized and handoff any to do's to your Assistant to discuss later in your next meeting.

Later that afternoon, you're a guest on a podcast talking about your new ideas. You speak with a referred sales lead from one of your best clients and they sense your passion for what you do, clearly see how it will help them and immediately want to sign up for service. You close your day with a 15 minute sync call with your Assistant to run through any next steps from the day. Because it's a beautiful day, you head out and take your son to the park and out for ice cream. You smile to yourself as you're enjoying your favorite flavor as you reflect on a day spent doing work you love, surrounded by people who are doing work they love and together you're making a difference to the clients that you serve.

This ideal day is possible. It's a day I live over and over again with gratitude, ease and a smile. I'm going to show you how to easily make this vision come true with your time.



TIME TO REFLECT

Take a few minutes and describe YOUR ideal day. How are you spending your time?

Use 3 adjectives to describe how it makes you feel to have a day like that.

What's standing in your way that is keeping you from having your ideal day?



The Gap

So what is holding you back from achieving even one day a week in your ideal day scenario? How do we get from what our day looks like now to the nirvana of our vision for an ideal day spent doing impactful, energizing work? Likely the answer is delegation.

The truth, like anything good in life, is our ideal day is a horizon that we will always be chasing, because our vision for it will get continually better the more we start to step into it. There are days we may get to that idyllic day, and there are days that may get away from us. The point is that we keep chasing it. We keep getting better, keep doing the work to push our elevation to the next level. Delegation mastery is a lot like going to the gym to build a muscle. It takes time, commitment and a little bit of pain to sculpt a muscle. The same is true for leveraging your time.

If we think about it in this context, it becomes easier to stop the self-sabotaging thoughts that seem to haunt entrepreneurs when it comes to delegation.



Shift your mindset

We all start out with the best intentions with delegation. We conceptually understand it, we bring energy to it, and then something breaks down that breaks our trust or frustrates us and then we throw up our hands, declare that we are not good delegators and pull it all back.

Every day we help people make the most of their day through delegation, so I promise you, it is possible to master this as you would develop a muscle at the gym. Over the years, I have spoken with hundreds of entrepreneurs at every growth stage about the struggles they face with “handing things off.”

As hardwired rugged individualists, the themes of the resistance are always the same:

- ✓ **“It’s easier for me to do it myself than to explain it, I can do it better.”**
- ✓ **“My work is too complicated to hand off.”**
- ✓ **“I tried handing this off before and it got screwed up and cost me more time to fix it.”**
- ✓ **And, my favorite, “I know I need help, but I don’t even think I’m in a place where I can add someone in yet.”**

These probably all sound familiar to you, and I will admit that I’ve even used a few of them over the years on my own delegation journey. At Delegate Solutions, we call these behaviors “delegation blocking.” A lot of this blockage is a result of scar tissue built up over many disappointing delegations. Ultimately choosing to delegate vs not, IS a behavioral choice, and the great thing is that behaviors are fixable!

TIME TO REFLECT

What are some self-sabotaging thoughts you may have said to yourself when it comes to mastering delegation?



Behavioral Awareness

What if instead of reflecting negatively on all the breakdowns and mess ups that delegation has caused, we looked at all the great delegation experiences we have had? How did we feel when it went well? What were the key positive takeaways of that experience?

The first change I want you to make on your quest for more time is to reframe your thoughts around delegation. I want you to shift out of negative storytelling around delegation and instead think of delegation as an energy management system™.

Why? Because to actually change behavior, we have to change our mindset. If we view it as a tool in our toolbox that we can master, we will start to use it more to change how we operate. Thinking about delegation as an energy management system™ allows us to think about delegation more holistically, rather than a chore, or something we are told we should be doing (and we all know we hate being told what to do!).



REFLECT: START WITH THE WINS

1. Write down an example of a delegation that went really well for you.



Example:

*Our product launch
kickoff party.*

2. Why do you think it worked so well?



Example:

*I just riffed on what
I wanted it to be and
someone else handled the
details to get it done.*

3. Pick 3 positive adjectives to describe how it made you feel



Excited

Proud

Energized



Delegation is an Energy Management System™

As entrepreneurs the #1 thing to protect is our energy. Energy in its simplest form is where we direct our time and attention, and TIME IS FINITE. So how do we protect our energy from things that drain us, and direct it infinitely towards things that really excite us? How do we use this mindset to show up better as leaders, and to our friends and family?

Knowledge and awareness around delegation allows and empowers us to manage our time and energy in new ways. Just like building that muscle in the gym, so too can we build up a Culture of Delegation™ around us by working at it every day. By training our minds to think about delegation as a way to manage our own energy and the overall impact it can have for us and our teams, we are able to increase the amount of collective energy available to tackle needle movers to achieve our vision.

The excuse that we just aren't good at delegating is one we hear constantly from the entrepreneurs we speak with.

But, that is factually inaccurate. Because our brains possess the power of "neuroplasticity," we are able to modify our thinking and our ability to grow and learn. We can train our brain to acquire new habits around any changes we desire through a series of **attention, reward and reinforcement behaviors**. Through the thoughtful use of these small, consistent behavioral changes, we are able to create big transformation. These are the principles we will apply in our approach to changing your heart and mind around delegation, which will allow you to reclaim your energy and passion for what you do.

REFLECT & AFFIRM

Let's create an affirmation that you can repeat to yourself as you focus more on elevating yourself through delegation.

AFFIRMATION OPTIONS:

"Delegation comes easily and naturally to me and makes me feel _____." (insert one of your positive adjectives from the exercise above)

"I am an _____ delegator!" (insert one of your positive adjectives from above)

"My delegation efforts are being supported by the universe; my ideal daydreams manifest into reality before my eyes."

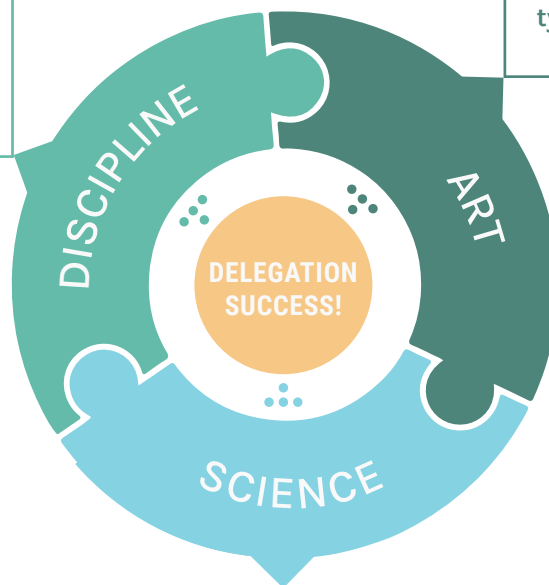
THE 3 PARTS OF DELEGATING WELL FOR VISIONARY LEADERS

1 DISCIPLINE

Your own commitment to seeing it through.

2 ART

The way you design & approach the “what” of delegation. This is typically the fun part!



3 SCIENCE

The process by which the delegation is managed (how you hand it off).

Without all three pieces working in harmony, the delegation will fall flat because they must occur together to achieve success.

TIME TO REFLECT

1. Which of the three do you feel you've had the best success with? Can you think of an example of where you've had success? How did it make you feel (3 adjectives)?



Example:

Art. It's easy for me to think about the things I don't like doing. When I delegate well I feel lighter, focused, energized.

2. Which of the three have you struggled the most with? Can you think of an example of where you've struggled? How did it make you feel (3 adjectives)?



Example:

Discipline. Sometimes I get in my own way because my new ideas take the team off track from what we've already agreed to focus on. It makes me feel frustrated, held back and overbearing.



1

The Discipline: Your Commitment

The word “discipline” naturally brings about a negative emotion for entrepreneurs specifically. But the ability to temper and leverage ourselves to achieve real, lasting progress is the mark of a game-changing entrepreneur.

So while this may be the hardest part of delegating well for many, it's the most important, especially if you have a vision for a Culture of Delegation™.

Discipline is about our own focus and commitment to see things through. Understanding that progress is more important than perfection and by making the commitment to see things through even when we get bored by the end, is what will help us make true progress.



There are three behaviors of a disciplined entrepreneur:

1: They respect systems.

They know that business scalability is based on strong systematization with a team executing tasks with consistency. In a growing company, confusion equals chaos. This commitment to systems and process allows them to increase their leverage and impact, especially during periods of fast growth.

2: They are willing to be held accountable.

They know that accountability starts at the top. Their commitment to leading by example is evident in their own discipline to stay in their lane and respect the established plan of priorities. They appreciate having a team that holds them accountable to the stated vision, even when things get boring to them.

3: They temper themselves for the greater good of their vision.

They understand that growth, while exciting and validating, can easily disrupt their ability to focus on their single most valuable contribution: their vision. A company with endlessly distracted leadership cannot contribute in meaningful ways or sustain growth over time. This intentional commitment to not chase shiny objects when things get hard creates a culture of focus and discipline.



The 5 bottleneck behaviors of entrepreneurs:

With the ideal disciplined behaviors in mind, let's explore the behaviors that hinder our success in this area. Keep in mind, we all exhibit one, some or all of these behaviors at various times as leaders, and they are both psychological and emotional. Some are habits developed over time and some are hard wired into us.

After nearly 15 years of supporting entrepreneurs, we have put together the 5 behaviors we see entrepreneurs exhibit when it comes to delegation. We call these types:

1. The Hero
2. The Interventionist
3. The Isolationist
4. The Time Optimist
5. The Dreamer

Once you understand which behaviors you are exhibiting, why it has developed and how to shift your own mindset, you're on the first step to becoming a great delegator.

Bonus Content:



TAKE OUR "BOTTLENECK DIAGNOSTIC"

We've created a 5 question exercise that you can take to determine which of these behaviors you might be exhibiting, why it might be happening and what you can do to solve it.

OVERVIEW

Type 1: The Hero

The Hero loves to save the day. If you're a Hero, your team has likely been conditioned to run everything through you for permission. Entreps are notorious for this type of behavior and can sometimes attribute their own self-worth to it. They get energy by feeling needed to solve every issue within the business. A lot of the time, this behavior stems from lack of process and accountability and lack of autonomy in your team.

Type 2: The Interventionist

This type loves to always be looped in. It's our nice way of saying "micromanager." :) Interventionists typically lack trust that anyone can do it as well as they can. Always looking at the 80% instead of the 20%, they have developed a need to be in the loop at all times. Because of your high standards, you tend to "cocoon" to protect yourself from delegation errors of the past. Everything has been set up to require your participation to keep errors to a minimum. You are the Quality Control Officer.

Type 3: The Isolationist

Isolationists love to say "I'll just do it myself." It's become hard to delegate because you're doing everything yourself, and then you're not available to have key conversations with your team to actually execute. It's impossible for your team to execute well because they don't have any opportunity to connect with you which just spurs the cycle.

Type 4: The Time Optimist

I have to admit, if there's one I struggle with, this is it! I am one of the most scheduled and structured entreps that I know and I still have a tendency to be unrealistic with what can be done with the given time and resources. Time Optimists are overly optimistic by nature and can lack restraint when it comes to executing on only the best ideas. This behavior can create a lot of friction because your team is living in execution mode and the competing messages from you confuse priorities.

Type 5: The Dreamer

Dreamers love to ideate. Like the Time Optimist, this inclination to overload your team with your latest idea distracts and confuses them. Dreamers tend to not think through the execution or success criteria of their ideas in a way that allows them to be handed off well to their teams. Dreamers think everything past the new idea is boring and the ambiguity of any type of execution plan becomes a confidence killer for the team.



If you want more info about how these behaviors come about, and some simple strategies you can use to overcome them, be sure to check out our article which goes deeper into these mindsets.

TIME TO REFLECT

1. Which of the five behavioral types do you think you might be exhibiting most prominently and why?



Example:

100% Time Optimist!
I always think that I can get more done in a day than anyone else because I've had to rely on myself for so long. Now that I have a team, I forget that they are here to help me execute and have their own set of skills to offer.

2. Is there a behavior type you struggled with in the past but have really mastered? How did you do that?



Example:

Interventionist.
As I've let go of more and more I've built some trust. I also learned that sometimes you just need to get something "good enough" to keep things moving.

- AFFIRMATION -

“

I LOVE

WATCHING

MY TEAM

TAKE THINGS

OFF MY PLATE!

”





2

Art: What to Delegate

Now, with the hard conversations out of the way, let's have some fun and work on the WHAT to hand off! This is your opportunity to think creatively. The hint here: because there are so many things that you can shift off your plate, **the key is to figure out what will bring you the most impact!**



These are the best practices we recommend when it comes to figuring out what can go:

1. Always start with your goals- what are the things you want to be spending time on? List them out, then work backwards, asking yourself what needs to happen for me to accomplish this goal? What do I specifically need to do to make that happen? Whatever is left, hand off.



Tip! Use a support partner to add time blocks to your calendar for you to work on these activities. Or have them proactively do prep work to tee up your specific contribution to that goal.

2. Look for repeatables- The easiest place to start with delegation. If it repeats and you're doing it, it needs to go. Have someone interview you on the process, capture it, and hand it off.

3. Find the low-hanging fruit- Think about the things you do that are just time wasters and things that need to get done but bring you no joy. Simple stuff like calling vendors, researching a gift for your spouse, finding a rental car. Use these to build your own confidence around delegation.

4. Compartmentalize- This one is key. People get stuck here because they get overwhelmed when they try to think about handing off some big project or activity. Work with a support partner to help you break that big thing down into smaller chunks and delegation will abound.

5. Use Exercises- If you get stuck trying to figure out what to delegate, run some exercises that capture how you're spending your time. At the end of this ebook, I share lots of tools and resources to help you uncover what to delegate.

Bonus Content:



Check out our list of **Sample Tasks to Delegate by category**. It's great for brainstorming when you get stuck.

TIME TO REFLECT

1. Start with the positive. What are the top 5 things that I want to be spending my time on? Make sure it's tied to your goals as much as possible.



Example:

- 1- Key relationships
- 2- Big ideas
- 3- Strategy
- 4- Writing
- 5- Podcasting

2. What are things that I am doing more than once?



Example:

- 1- Sending contracts
- 2- Lead follow-up/ nurture
- 3- Running launch calls with new clients

TIME TO REFLECT

3. What are things that I am doing that exhaust and drain me; things that I am doing that I'm not good at or someone else could be doing for me? Take your best guess and attribute some time to this list.



Example:

- 1- Scheduling
(5 hr/wk)
- 2- Replying to emails
(10hr/ wk)
- 3- Organizing my dropbox
(1hr/wk)
- 4- Paying bills
(1 hr/wk)

4. How much time are you spending in question 3 doing things that drain you and you're not good at?



Example:

* 17 hours/week!

TIME TO REFLECT

5. What is that costing you IRL?

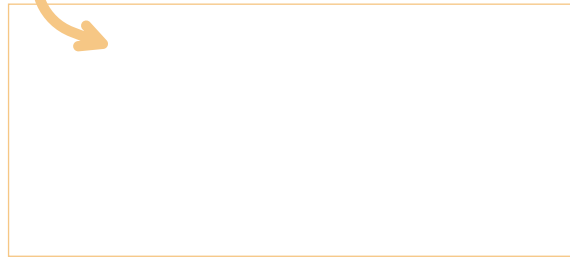
_____ Hours wasted each week doing stuff I'm not good at
or someone else could do

x

_____ My annual salary divided by 2080 hours
(FTE equivalent @250k=\$120/hour)

=

What I'm paying to do stuff I don't like
and am not good at each week



Example:

17 hours x \$120 /hour
= \$2040 per week or
\$106,080 per year!

6. I'm spending \$ _____ annually paying myself to do work that someone else could do better than me, instead of putting that time and energy into doing ... (Insert answers from question 1.)



Example:

1- Key relationships
2- Big ideas
3- Strategy
4- Writing
5- Podcasting

That sentence alone should be a jolt to your mindset around the cost of NOT delegating well. In workshops I've given on this content, I've seen that number go as high as six figures. Six figures! We are paying ourselves six figures to do work we don't like. Work that drains us and keeps us from pursuing our goals and chasing new opportunities to grow our businesses 10x and increase our impact. Why?

- ✓ Because we don't want to spend the time to groom someone because they might leave?
- ✓ Because we are worried they won't do it as well as us (and we admit we kind of suck at it, so this one is not even valid!)?
- ✓ Because we are scared that it will minimize what we or others view as our contribution?
- ✓ Because we like the feeling of importance we get out of "being so busy" all of the time?
- ✓ Or maybe it's because we are comfortable doing the slog of work we have created for ourselves and are unconsciously scared of the bigger/more important work because we aren't super clear on the vision?
- ✓ Maybe the things we are doing aren't really needle movers?
- ✓ Or perhaps we don't value/like process and we're afraid to have the bandaid ripped off?



Any of those excuses sound familiar? If you're reading this ebook, it's because you are on a quest to create more time for yourself.

The negative stories we tell ourselves about delegation could be more deep-rooted than we even realized when we started this journey. To break through to the next level, we have to let go of these limiting beliefs and commit to creating the future version of ourselves as great delegators.

7. Are there any subconscious limiting beliefs that you're telling yourself that might be keeping you from fully letting go? What are they? Why might they be occurring for you?

Example:

- Creating rules and process limits me
- If I let go of too much I don't know what I will spend my new time on
- I suck at training

This is occurring for me because I have been burnt in the past by employees. Process feels like someone is trying to control me and I'm resistant to that feeling. I also haven't really had time to think about what I want to contribute because I've been trying to keep the ship afloat for so long that I haven't really had time to think about what I want to contribute.

8. The next time this belief pops up for me, I will:



Example:

A few ideas- I can repeat an affirmation to myself so I can see the forest for the trees and stay aligned to the big picture of elevating myself. Or, I can do the Freedom Analysis™ exercise and get back in tune with what I'm trying to focus on.

- AFFIRMATION -

“

I LIVE OUT

MY VISION OF

FREEDOM EACH

DAY WITH EASE

AND A SMILE.

”





3

Science: How to Delegate

For all you science lovers out there, this part is for you! When you reflect back on times you've tried to delegate in the past, do you remember any of the reasons why it worked well? *And I assure you, the answer is not because you delegated to a mind-reader!*

The secret sauce of a winning delegation is a sweet process...Process! Ah! So confining! Yes, I hear you entrepreneurs out there, groaning over the restrictive rules of process. Deep breaths everyone. :) A killer process is your way out of all of this work that slows you down, that you aren't good at and don't like to do, so let's do this because we are taking back our freedom, and nothing's more important than our time and energy!

So let's talk about why process matters.

Process is what keeps things in the business humming so you can step out and up into your Unique Ability®; thank you [Strategic Coach](#) for this blessed concept. The minute we can capture HOW you do all of the things that you don't like/aren't good at it becomes delegatable. Even if you think your way sucks, it's actually getting done, so let's still capture it because it's a starting point. When you hand this off to someone that actually loves doing this kind of task, they can refine it and make it better, maybe even streamline or automate it.

The longer it lives in your head, the longer it stays on your plate.

So we need to extract it and write it down.

If you find this painful, here are a few options. First if you don't have the discipline for that (no prob!), you could have someone who is detail-oriented interview you and they can capture it for you. Or, if you don't have that person in place, take a screen recording of yourself doing it and explaining it. At least it's one less thing to do once you have your support partner in place.

Once we have our process captured line by line, we are poised to release it. As you review each step of the process, capture any smaller details. Figure out who is doing which part of the process and create some alignment around who is doing what and by when.



TIP: Have the person shadow you a few times while performing the task. Then shadow them, and provide feedback.



The 5 Golden Rules of Successful Delegation™

Now that you understand the 3 components of delegating well, let's look at the best practices of handing something off.

1. Always delegate the end result

- ✓ Paint the picture of what success looks like when the project or task is done. By sharing this, you let them find their own way. You may be surprised, they just might do it better and faster than you could, but you will end up with the overall result you wanted in the end.
- ✓ Share with your support partner and explain what has to be true when it's complete and let them take it from there. A great tool is the [Strategic Coach's Impact Filter](#). This is also a great way to test your own commitment to the idea before you hand it off.
- ✓ Bonus points here for sharing WHY the project is important to you as it will more deeply engage the WHO in achieving the end result.

2. Feedback is a must

- ✓ Delegation is not a singular experience, even at the task level. By committing to giving and receiving feedback, it helps you become a stronger delegator and helps you and your WHO become more in sync.
- ✓ If the person to whom you delegate tasks does well, share why it was helpful. This will help them view their work in connection to the bigger picture. Let them give you feedback as well so you can become a stronger delegator.

3. Start small to build confidence

- ✓ Focus on compartmentalizing larger tasks and projects into smaller parts to build your own confidence around delegation.
- ✓ Remember to always start with repeatables and low-hanging fruit delegations.
- ✓ Grab the small wins! It still equates to time saved, and you'll build confidence in this phase.

4. Get comfortable with 80%

- ✓ Remember, we are going for progress not perfection. Ask yourself, if someone can do this 80% as well as I could, will that be good enough? Using an Impact Filter can help to increase this percentage.
- ✓ You can also think about the 80/20 rule in relation to having someone do 80% of the work, leaving you with the remaining 20 %— the final tweaks and special touches.
- ✓ And sometimes, having someone just START something for you is a win! I use this strategy all the time because it brings the pressure to see it through.

5. Commit to the boring stuff

- ✓ The boring stuff makes up at least 50% of your business and it is important! The back office BS is the backbone of how you deliver what you do in an effective, unique way and creates scale. Ignoring it either because it's not interesting or not a competence for you is not serving your vision.
- ✓ The beauty about delegation is that you're not charged with doing it or hammering out the details to bring it to life. But you must be able to articulate your operational vision well to your team.
- ✓ Understand that your ongoing commitment to the process of delegation is critical, and that it may take many iterations of an administrative process to find the right solution.

- AFFIRMATION -

“
PROCESS
IS MY
PATH TO
FREEDOM!
”



THE DELEGATE

FREEDOM SYSTEM™

We've covered the 3 parts of successful delegation: Discipline, Art and Science. We also reviewed the 5 Golden Rules of Successful Delegation™ and we've explored the behaviors and emotions that come with using delegation to manage our energy. Let's pull that all together into a simple system that you can use to operationalize delegation for you and your team.

The Delegate Freedom System™ consists of five simple steps that repeat and flow. Following this system will ensure you always delegate like a rockstar.



The Delegate Freedom System™ is built as a circle on purpose; because it should run and repeat with ease. Like a cyclist who spins the wheel over and over again, building up that muscle, going faster and faster while shedding the weight, that's you building muscle memory and regaining energy by being freed up.



DELEGATION IS NOT DESIGNED TO BE A SINGULAR EXPERIENCE



Reflect

This part of the process is meant to center you and prepare you for a successful handoff. During this step we reflect on how our time has been spent recently. What can we learn from it? What trends do we see? What are we doing more than once? What do we really want to spend our time on once we are better leveraged? How will being able to do that make you feel?

Do not skip this step. Because time is like a vacuum, if you do not have clarity around how you actually want to spend your time, all kinds of energy vampires will creep in to fill it back up as you try to let go. To combat that, you must have a vision for your time that you can clearly see or you will find yourself back in the busyness of your day.

The clarity at this phase makes the rest of the process a breeze because you've invested intentionally early on. This is also the opportunity to mentally prepare yourself for delegation by reciting an affirmation or two to build your confidence.

I recommend doing this step weekly if not daily, especially in the beginning. I tend to do this on Monday mornings before I start any meetings to better prepare for my week. Then I do a mid-week review with my Assistant.





Evaluate

Once you've finished your reflection and affirmation step, it's time to evaluate your findings of how you've spent your time and what you can learn. A lot of our clients have us run reports and calculate how they spend their time based on what's on their calendar. We then score it and study the data together and use it to create rules. An additional resource here is [Strategic Coach's Entrepreneurial Time System®](#) which is designed to help entrepreneurs manage their energy better across the week. It's a simple but gamechanger model to work into your calendar.

You can also use this step to objectively track progress if you start to attribute dollars to how your time was spent. If you run the cost calculator exercise from above you can track and watch it decrease week over week as you let go of more and more.

This is also the time to think about who can take on a lot of the work you don't like/ aren't good at. So as you look at that list, write down who you can potentially hand it off to next to each item.



Prioritize

This is the step most people skip when they begin delegating, especially entrepreneurs. At Delegate Solutions, we know all about the compulsion of shiny object syndrome because we work exclusively with entrepreneurs. This behavior is another reason why entrepreneurs feel delegation never works for them, because they keep jumping from priority to priority confusing themselves and their teams, and never really gaining momentum.

So when we begin our work with clients, we always start with a customized delegation strategy that is tied to their goals and priorities to keep things on track. Without this, delegation falls flat because it's running rampant without a clear leverage plan.

If you follow any advice from this ebook, please follow this:

Delegation should always start from your established goals.

The ability to be leveraged in alignment with the things you are most focused on should always be part of your initial strategy when you look at what to delegate. From there, once those goals-focused delegations are captured and prioritized, THEN you can start to look at the low-hanging fruit, the work you don't like to do and aren't good at.



Handoff

Now that you've figured out WHAT to delegate, we still have to rock the actual handoff to your "who." You can reference back to part 3 above and follow **The 5 Golden Rules of Successful Delegation™**. Our favorite delegation tool that you can use in this step is called an "Impact Filter" by Strategic Coach. What is great about the Impact Filter™ is that it allows you to flesh out your delegation ideas in detail, and make sure they are actually important to you. It also helps you to describe what success looks like to your support partner. This tells them what needs to be true when the project is complete, but allows them to get to the same result in a way that works for them... and who knows, maybe it's a better way than you've considered!

If what you're trying to delegate is a process, let them interview you, or allow them to watch you do the particular process yourself, while they capture notes. Again, our goal is to get any repeatables that you are doing yourself, out of your head and into a process that can be handed off.

Be sure to end this step with selecting some simple metrics that will objectively confirm if the delegation is on track or off track.



Feedback

Think of this step as a mini wheel spinning endlessly around as many of your delegations as possible, especially early on. To build confidence, we need our delegations to work, we need to feel the impact. If any part of this early experience breaks and we don't address it, the frustration will build and we will throw up our hands and say we're not good delegators.

Stop the madness and form a healthy feedback loop from the beginning to remain in a healthy place with delegation. "What worked? What didn't work? What can we learn from this to do better in the future?"

When you start to delegate with someone, set some guidelines in the beginning that promotes the spirit of ongoing, iterative feedback on what's working and what's not, and that it's not personal.

Establish that this will be a healthy rhythm between you that you commit to do consistently so nothing builds up. If it breaks, and it's bad, stop what you're doing, meet and complete the feedback loop in the moment, while it's fresh. Grab the learnings and apply it to the future. If nothing breaks in a given week, still meet to discuss and celebrate the wins, take the learnings, update processes, etc.

- AFFIRMATION -

**“ I HAVE THE TOOLS,
CONCEPTS AND
AWARENESS
TO BE A
GREAT DELEGATOR! ”**



YOU CAN DO THIS!

If you would have told me years ago that I would own a business that could literally run without me, so that I could be present to write this ebook and my upcoming book, *A Culture of Delegation™*, I would have been intrigued but probably not believed you. It's only through delegation that I myself have been able to step up and out of much of my business. The path for me has been empowering and simple once distilled. Implementing the Delegate Freedom System™ is an efficient and effective way for you to step into your role as a great delegator.

Growth, freedom and achieving your vision are all on the other side of mastering delegation.

Envision the future that awaits you and use the system and templates presented in this guide to help you get there.

-Emily



About the Author: Emily Morgan is an entrepreneur with an innate spirit of helping others. Emily's mission is to create freedom for people to do what they love and have a big impact. As the leader of Delegate, she works tirelessly to help reshape the culture of the traditional workforce by providing professional flexible employment for her team while also providing entrepreneurs with strategic workforce options to help them grow more efficiently and effectively.

Emily speaks nationally on the topic of delegation, automation, remote workforces and flexwork culture. She's been featured in Forbes as a Top 50 Remote Employer, contributed articles to the Huffington Post, and highlighted in the NY Times, Inc. Magazine, NBC News, CNBC as well as numerous podcasts. She is a Goldman Sachs 10KSB Alum, and recent winner of the Philly Chamber of Commerce's Small Business Person of the Year award. Emily is a graduate of the University of Pennsylvania (UPENN) and a proud EO Philly Member.

Delegate was born out of Emily's desire to create meaningful, professional work from home so that she could be available to raise her young son. A decade + later, she is a busy mom to him plus four King Charles Cavalier Spaniels and many Silkie hens. Emily, her family and Delegate are a flexwork success story. In the rest of her free time, Emily can be found serving locally on her township's Economic Development Board, out on the trails riding her bike, meditating, reading or practicing her hobbyist interior design skills around her home.



TEMPLATES



The Elevation Quarter™

Designed for the leader who doesn't have a reliable support resource in place and has made a commitment to work on finding more leverage over the period of a quarter using the Delegate Freedom System™.



The Fast Track 30 Days of Delegation™

Designed for the leader who has a support resource in place and is looking to implement a fast-paced version of our Delegate Freedom System™.

- TEMPLATE -

THE ELEVATION

QUARTER[™] :

90 DAYS

OF DELEGATION





TEMPLATE RESOURCES

Below are a few resources that you can use to enhance your overall delegation experience this quarter.

1. Possible Rock Language:

By end of quarter, X date: identify and delegate X # of hours per week of work.

2. SMART the rock language:

Identify a delegation resource and potential delegation candidates, make key delegation hire, identify what will be offloaded this quarter, attribute metrics to indicate success and implement the Delegate Freedom System™.

3. How to think about this key hire if you're looking to use a Virtual Assistant:

- Details about [how to work with VAs](#), the different types and offerings
- What [things to ask](#) when looking at different resources.
- How to prepare to [transition into working with a VA](#) if you have an in-office support resource.

4. Bonus! Order a bracelet as a visual reminder:

A bracelet acts as visual to remind you to delegate and encourages healing in different parts of your life tied to self-sabotaging thoughts with delegation. It's there to serve as a visual cue to remind you of your intention when you forget that you're on this journey. Below are a few suggestions:

Balance Bracelet

Labradorite power gemstone brings forth a higher awareness of yourself and those around you, adding a magical sense of balance to your life.

Calm and Awareness Bracelet

Howlite is a soothing stone. It has a tranquil, yet inspirational energy that allows you to experience an increased sense of calm.

Courage and transformation Bracelet

Snowflake Obsidian is known as a stone of courage, transformation and manifestation. With its calming energy it opens the door to change.

Focus and Healing Bracelet

Iolite is considered a stone of vision. It offers an energy that serves to bring insight and intuition to the forefront and illuminates choices to be made to enable you to focus, heal and illuminate.

90 DAY TEMPLATE

MONTH 1: DAY 1-30



Month one is about setting your intentions around delegation in a holistic and comprehensive way that ensures your success.



It's about identifying and onboarding the right-fit resource for you and putting together a delegation strategy that is tied to your goals and priorities.





WEEK 1: REFLECTION & INTENTION

STEP 1

Order your bracelet so you have a physical reminder of your commitment to change. If you're not into bracelets, select something that you can wear each day to remind you.

STEP 2

You'll need a notebook or journal to start with. Write down your intention around becoming a better delegator. Write down why it's important to you. Reflect on the prompts below and record your thoughts.

- Why do you want to make this commitment?
- How will your life change over the next three months?
- Use the printable delegation habit tracker to track your progress each day.
- Use a journal to reflect on how you felt about the work you were doing each day. What work energized you? What work drained you?
- Manifest: Create some attention around intention. Write down examples of past (reflect on what brought you to this point, what hasn't worked in the past), present (identify your intention), future delegations (imagine what success looks like, how will it change your life?)

STEP 3

Keep the journal next to you and as you go through your week, capture how you're spending your time. What things are you doing? Jot them all down. Be as methodical as possible because this is the intel we will use to build a strategy from.

STEP 4

Use the resource section above to review and understand the various support options and what's available.





WEEK 2: EVALUATE YOUR FINDINGS & POST THE JOB

STEP 1

Take the list of things you did last week from your journal and run the [Freedom Analysis™](#) exercise.

STEP 2

As you use the exercise, attribute time to the items listed in the lower 2 quadrants.

STEP 3

Select the right support resource path for you & determine next steps.

[Here's a great article we put together](#) around how to select a Virtual Assistant resource, including what to ask if you determine this is the right resource.

If you think an Integrator is the right next hire, [check out this Expert Chat](#) we did with two Fractional Integrators discussing whether you need an Admin or an Integrator and how to make that decision.

STEP 4

Brainstorm your ideal fit hire. Run an [Impact filter](#) and identify success criteria.

STEP 5

Write the job description (hint there are a ton of templates on line, so pick and choose what's right for you. Post the job!





WEEK 3: INTERVIEW & ESTABLISH METRICS

STEP 1

Begin to interview resources.

STEP 2

As you go through your week, keep your journal next to you. Identify and start to note down any repeatables that you are performing.

STEP 3

Identify key metrics to indicate success of new hire.



WEEK 4: MAKE AN OFFER!

STEP 1

Identify/make offer to right fit hire.

STEP 2

Celebrate the commitment that you have made and the next steps you've taken to accomplish!

STEP 3

Reflect back in your journal about this experience so far:

- Start by capturing the wins-- what worked well this month?
- Pick 3 adjectives that describe how you feel about the progress you've made.
- What hopes do you have for the next month?
- Why do you think this hire is the right solution for you?

STEP 4

Stop here on this timeline until you make this hire.
Month 2 begins when you start working with your key hire.



90 DAY TEMPLATE

MONTH 2: DAY 31-60



Month two is all about getting comfortable with the culture of delegation™ that you are creating for yourself and eventually modeling to your team.



You're getting the Delegate Freedom System™ started with your new hire and laying the foundation for a successful delegation relationship.





WEEK 5: GETTING STARTED WITH YOUR NEW HIRE

STEP 1

Onboard your new hire and schedule your first delegation strategy meeting. Try to get this scheduled within the first few days of working together.

STEP 2

Grant access to tech (your inbox and calendar, the CRM, any task management system, Slack, Zoom), setup email admin@yourdomain.

If you don't have a task management system, we recommend [Asana](#) as a way to stay organized.

STEP 3

Using your completed Delegate Freedom Analysis™ and VTO or other planning document, set a delegation strategy together.

- Consider what you will focus on together, agree on success criteria and determine a way to track metrics. Share your goals for the Q/ year.

Include a list of low-hanging fruit activities along with possible tasks that support.

STEP 4

Set your next meeting time, then set a recurring time on either Fri or Mon to check in formally each week. Below is a simple agenda you can use for those calls:

- Always start with Positive Focus: Focus on what's going well
- Review metrics/scorecard progress
- Discuss any issues
- Recap to-do list/who's responsible
- Score the meeting: how did you do? Rank it 1-10. If below an 8, how can it be improved for next time?



STEP 5

BONUS: As you go through this month together and onward, **it's critical that you have your support partner documenting everything they are doing for you.**

It's really important that no matter who is in that support seat, this precious time spent getting you leveraged is not tied to the person you've hired. It must be able to outlive them in this seat in case of turnover.

During your weekly meetings, make sure you are asking to see documentation of captured processes, and preferences and that you have ownership access over that material.

The liberating feeling of letting go means you are going to forget what they are even doing, at what frequency and what the process is to do the thing.

Set yourself up for success and ensure this is happening and get updated regularly.





WEEK 6: THE DELEGATION FUN BEGINS!

- STEP 1** Delegation officially begins; start tracking in your 90 Days of Delegation Habit tracker (included at the end of this template).
- STEP 2** Together identify one task they can focus on for the week that supports one of your goals.
- STEP 3** **Calendar Week 1:** Envision and share your ideal week construct with your Assistant; Discuss potential time blocks that can be added to your calendar; Share and capture scheduling nuances/ preferences.
- STEP 4** **Inbox Week 1:** Assistant is shadowing inbox and setting up folders and tags.
- STEP 5** **Tasks:** Delegate some low-hanging fruit from the lower right quadrant to build trust.
- STEP 6** Check in:
- Track progress against metrics
 - Talk through any issues and evaluate what went well/not well and get key takeaways
 - Set plan for next week
 - Celebrate the wins, make sure details are being captured and saved for posterity





WEEK 7: REPEAT & EVALUATE

STEP 1

Together identify one task they can focus on for the week that supports one of your goals.

STEP 2

Calendar Week 2: Assistant begins scheduling with your feedback; Continues capturing scheduling nuances/preferences.

STEP 3

Inbox Week 2: You shadow them this week. Assistant is working in your inbox, sorting emails, watching/capturing common responses, creating some canned responses

STEP 4

Tasks: Pick 1 low-hanging fruit item plus at least 1 item tied to your goals.

STEP 5

Hold your weekly meeting to check in:

- Track progress against metrics
- Talk through any issues and evaluate what went well/not well and get key takeaways
- Set plan for next week
- Celebrate the wins, make sure details are being captured and saved for posterity





WEEK 8: THE HABIT WEEK

STEP 1

Together identify 1 task they can focus on for the week that supports one of your goals.

STEP 2

Calendar Week 3: Should be running well; Assistant continues scheduling and capturing nuances/preferences.

STEP 3

Inbox Week 3: They are operational in your inbox; Assistant begins responding, continues sorting, capturing responses/preferences and begins unsubscribing.

STEP 4

Tasks: Select one low-hanging fruit plus at least 1 task tied to your goals.

STEP 5

Select a candidate for a larger delegation. Create your first Strategic Coach [Impact Filter®](#)

STEP 6

Hold your weekly meeting to check in:

- Track progress against metrics
- Talk through any issues and evaluate what went well/not well and get key takeaways
- Set plan for next week
- Celebrate the wins, make sure details are being captured and saved for posterity

STEP 7

Celebrate the win of 21 days delegating; you've officially formed a habit! Be sure to reflect in your journal on your experience so far.



90 DAY TEMPLATE

MONTH 3: DAY 61-90



Month 3 is all about gaining traction and building confidence around the delegation habit and the system you've put in place.



You've established a routine with your support partner and now it's all about optimizing and expanding on delegation.





WEEK 9: PUSH YOUR DELEGATION MUSCLE

STEP 1

Now that inbox, calendar and basic tasks are running well, you can begin to delegate larger projects using Impact Filters. Select a suitable option and create an Impact Filter for your support partner.

STEP 2

Hold your weekly meeting to check in:

- Track progress against metrics
- Talk through any issues and evaluate what went well/not well and get key takeaways
- Set plan for next week
- Celebrate the wins, make sure details are being captured and saved for posterity





WEEK 10: SEE YOUR COMMITMENT THROUGH

STEP 1

Your energy and commitment could start to wane by this week because it's going so well. The excitement and passion for focusing on fixing this could be dying off. Be aware of this shift in energy! It's a great time to revisit your journal entries from before and remember why you made this commitment.

- Reflect on how far you've come and the time you've freed up.
- Re-equate that to dollars and energy saved.
- How have you been able to redirect your time more into your Unique Ability® ?
- How has that impacted your life or the lives of others?

STEP 2

Start to look at lower left quadrant and discuss possible delegations within this quadrant.

STEP 3

Create Impact Filters, hand them off.

STEP 4

Hold your weekly meeting to check in:

- Track progress against metrics
- Talk through any issues and evaluate what went well/not well and get key takeaways
- Set plan for next week
- Celebrate the wins, make sure details are being captured and saved for posterity





WEEK 11: EXPLORE NEW DELEGATIONS

STEP 1

Re-run the [Delegate Freedom Analysis™](#) again now that you are better leveraged.

- Is there anything still hanging out in the lower quadrants? If so, prioritize getting this off your plate.

STEP 2

Look at the upper right quadrant together and see if there's anything that is a repeatable living in that quadrant.

Remember, repeatable is something that you're doing more than once which makes it a candidate for delegation.

Brainstorm how you might be able to hand PART or all of that off. Typically there are several steps to get this thing done, and there may be pieces that can be handed off, leaving you with just the part only you can do.

STEP 3

Begin to discuss priorities for next quarter, brainstorm what can be delegated.

STEP 4

Hold your weekly meeting to check in:

- Track progress against metrics
- Talk through any issues and evaluate what went well/not well and get key takeaways
- Set plan for next week
- Celebrate the wins, make sure details are being captured and saved for posterity





WEEK 12: OMG YOU DID IT!

STEP 1

This week is all about reflection and celebration. Take a moment of gratitude to acknowledge that you've seen your commitment through. Reflect on how it has changed your life. Celebrate this amazing accomplishment and hurdle you have overcome.

STEP 2

Celebrate 90 days of delegation and set an intention for yourself next quarter around how you plan to further increase your leverage. There's always more to delegate, but now you have a strong foundation to leap from.

STEP 3

Hold your weekly meeting to check in:

- Track progress against metrics
- Talk through any issues and evaluate what went well/not well and get key takeaways
- Set plan for next week
- Celebrate the wins, make sure details are being captured and saved for posterity



- TEMPLATE -

THE FAST TRACK: 30 DAYS OF DELEGATION™





TEMPLATE RESOURCES

Below are a few resources that you can use to enhance your overall delegation experience this quarter.

1. Possible 30 day goal language

By end of month, X date: identify and delegate X # of hours per week of work.

2. SMART rock language

Identify what will be offloaded this quarter, attribute metrics to indicate success and implement the Delegate Freedom System™ with Assistant.

3. Bonus! Order a bracelet as visual reminder

A bracelet acts as a visual to remind you to delegate and encourages healing in different parts of your life tied to self-sabotaging thoughts with delegation. It's there to serve as a visual cue to remind you of your intention when you forget that you're on this journey. Below are a few suggestions:

Balance Bracelet

Labradorite power gemstone brings forth a higher awareness of yourself and those around you, adding a magical sense of balance to your life.

Calm and Awareness Bracelet

Howlite is a soothing stone. It has a tranquil, yet inspirational energy that allows you to experience an increased sense of calm.

Courage and transformation Bracelet

Snowflake Obsidian is known as a stone of courage, transformation and manifestation. With its calming energy it opens the door to change.

Focus and Healing Bracelet

Iolite is considered a stone of vision. It offers an energy that serves to bring insight and intuition to the forefront and illuminates choices to be made to enable you to focus, heal and illuminate.

30 DAY TEMPLATE

WEEK 1



Week one is about setting your intentions around delegation in a holistic and comprehensive way that ensures your success.



It's about identifying and onboarding the right-fit resource for you and putting together a delegation strategy that is tied to your goals and priorities.





WEEK 1: REFLECTION, INTENTION & EVALUATION

STEP 1

Order your bracelet so you have a physical reminder of your commitment to change. If you're not into bracelets, select something that you can wear each day to remind you.

STEP 2

You'll need a notebook or journal to start with. Write down your intention around becoming a better delegator. Write down why it's important to you. Reflect on the prompts below and record your thoughts.

- Why do you want to make this commitment?
- How will your life change over the next three months?
- Use the printable delegation habit tracker to track your progress each day.
- Use a journal to reflect on how you felt about the work you were doing each day. What work energized you? What work drained you?
- Manifest: Create some attention around intention. Write down examples of past (reflect on what brought you to this point, what hasn't worked in the past), present (identify your intention), future delegations (imagine what success looks like, how will it change your life?)

STEP 3

Keep the journal next to you and as you go through your week, capture how you're spending your time. What things are you doing? Jot them all down. Be as methodical as possible because this is the intel from which we will build a strategy.

STEP 4

Use the resource section above to review and understand the [Delegate Freedom Analysis™](#) tool.

STEP 5

Attribute total time spent on the items listed in the lower 2 quadrants.

STEP 6

Identify key metrics to indicate success of new delegations. Reflect back into your journal about this experience so far:

- Start by capturing the wins-- what worked well this month?
- Pick 3 adjectives that describe how you feel about the progress you've made.
- What hopes do you have for the rest of the month around delegation?



30 DAY TEMPLATE

WEEK 2



Week two is all about getting comfortable with the Culture of Delegation™ that you are creating for yourself and eventually modeling to your team.



You're getting the Delegate Freedom System™ started with your support partner and laying the foundation for a successful delegation relationship.





WEEK 2: GETTING STARTED WITH DELEGATION

STEP 1

Take the list of things you did last week from your journal and run the [Freedom Analysis™](#) exercise.

STEP 2

Schedule your first delegation strategy meeting for as soon as possible and ensure they can access any tech.

- If you don't have a task management system, we recommend [Asana](#) as a way to stay organized.

STEP 3

Using your completed Delegate Freedom Analysis™ and VTO (if you have one) set a delegation strategy together.

- Consider what you will focus on together, agree on success criteria and determine a way to track metrics, share your goals for the Q/year.
- Include a list of low-hanging fruit activities along with possible tasks that support the things you are trying to accomplish this year or quarter.
- Together identify one task they can focus on for the week that supports one of your goals.
- Delegate some low-hanging fruit from the lower right quadrant to build trust.

STEP 4

Set your next meeting time, then set a recurring time on either Fri or Mon to check in formally each week. Below is a simple agenda you can use for those calls:

- Positive Focus: Focus on what's going well
- Review metrics/scorecard progress
- Discuss any issues
- Recap to-do list/who's responsible
- Score the meeting: how did you do? Rank it 1-10. If below an 8, how can it be improved for next time



STEP 5

BONUS: As you go through this month together and onward, **it's critical that you have your support partner documenting everything they are doing for you.**

It's really important that no matter who is in that support seat, this precious time spent getting you leveraged is not tied to the person you've hired. It must be able to outlive them in this seat in case of turnover.

During your weekly meetings, make sure you are asking to see documentation of captured processes and preferences and that you have ownership access over that material.

The liberating feeling of letting go means you are going to forget what they are even doing, at what frequency and what processes are involved.

Set yourself up for success- ensure this is happening and you are getting regular updates.

STEP 6

Check in:

- Track progress against metrics
- Talk through any issues and evaluate what went well/not well and get key takeaways
- Set plan for next week
- Celebrate the wins, make sure details are being captured and saved for posterity



30 DAY TEMPLATE

WEEK 3



Week 3 is all about gaining traction and building confidence around the delegation habit and system you've put in place.



You've established a routine with your support partner and now it's all about optimizing and expanding on delegation.





WEEK 3: REPEAT & EVALUATE

STEP 1

Hold your weekly meeting.

STEP 2

Together identify one task they can focus on for the week that supports one of your goals.

STEP 3

Tasks: Identify low-hanging fruit plus at least 1 task tied to your goals.

STEP 4

Check in:

- Track progress against metrics
- Talk through any issues and evaluate what went well/not well and get key takeaways
- Set plan for next week
- Celebrate the wins, make sure details are being captured and saved for posterity



30 DAY TEMPLATE

WEEK 4



Week 4 is focused on optimizing your delegation system and locking in the new habit. Now that the basics are going well, you can begin to delegate more complex tasks and projects.



Your energy and commitment could start to wane by this week because it's going so well. The excitement and passion for focusing on fixing this could be dying off. Be aware of this shift in energy! It's a great time to revisit your journal entries from before and remember why you made this commitment.





WEEK 4: THE HABIT WEEK

STEP 1

Revisit your journal entries from before and remember why you made this commitment.

- Reflect on how far you've come and time you've freed up.
- Re-equate that to dollars and energy saved.
- How have you been able to redirect your time more into your Unique Ability®?
- How has that impacted your life or the lives of others?

STEP 2

Together identify one task they can focus on for the week that supports one of your goals. Select a suitable option and create an Impact Filter for your support partner.

STEP 3

Tasks: Identify low-hanging fruit plus at least 1 task tied to your goals.

STEP 4

Select a candidate for a larger delegation. Create your first [Strategic Coach Impact Filter®](#)

STEP 5

Check in:

- Track progress against metrics
- Talk through any issues and evaluate what went well/not well and get key takeaways
- Set plan for next week
- Celebrate the wins, make sure details are being captured and saved for posterity

STEP 6

Start to look at lower left quadrant and discuss possible delegations within this quadrant.

STEP 7

Create Impact Filters, hand them off.



STEP 8

Re-run the [Delegate Freedom Analysis™](#) again now that you are better leveraged.

- Is there anything still hanging out in the lower quadrants? If so, prioritize getting this off your plate.

STEP 9

Look at the upper right quadrant together and see if there's anything that is a repeatable living in that quadrant.

Remember, repeatable is something that you're doing more than once which makes it a candidate for delegation.

Brainstorm how you might be able to hand PART or all of that off. Typically there are several steps to get this thing done, and there may be pieces that can be handed off, leaving you with just the part only you can do.

STEP 10

Begin to discuss priorities for next quarter, brainstorm what can be delegated.

STEP 11

Celebrate the win of 30 days delegating; you've officially formed a habit!

Take a moment of gratitude to acknowledge that you've seen your commitment through. Reflect on how it has changed your life. Celebrate this amazing accomplishment and hurdle you have overcome.





RESOURCES & EXERCISES

Freedom Analysis™ exercise

If you're stuck on what can go, use this to uncover what can be delegated from your day:

- Download our free exercise [here](#).
- If you're looking for someone to run through this exercise with you live, we can help. Schedule your Freedom Analysis™ [here](#).

List of sample tasks to delegate

If you're looking for inspiration and brainstorming around typical delegation candidates, [check out our free guide](#).

Integrator vs. Assistant

Check out [this talk](#) I did with some Fractional Integrators if you're trying to decide if you need an Integrator or an Assistant,

Our Bottleneck Diagnostic

If you're trying to uncover which bottleneck behaviors you might be exhibiting, why they may have started and how to resolve, you can check out this article and take the quick diagnostic.

[Check out this blog post](#).

More about delegation

More info about Virtual Assistants, how they work and how to think about this key hire.

[Webinars](#), [podcasts](#) and blog [articles](#).

Book recommendation

A great read around cultivating a mindset with letting go: [WhoNotHow by Dan Sullivan](#)

How Virtual Assistants work

[More info about Virtual Assistants](#) and how to think about this key hire

Looking for Help?

WE OFFER ASSISTANCE IN IMPLEMENTING ANY
OF THE IDEAS AND CONCEPTS IN THIS GUIDE.



SCHEDULE YOUR DISCOVERY CALL TODAY

UPCOMING LIVE WORKSHOP

elevation
..quarter™

If you're making a commitment to delegate and want the structure and support of a group, check out our **Elevation Quarter™**.

During these live group coaching sessions, we will lead you through our Delegate Freedom System™ and go more in depth with our templates to support you as you master delegation.

You can pre-register for upcoming workshops below



WWW.DELEGATESOLUTIONS.COM/ELEVATIONQUARTER

90 DAYS OF DELEGATION

HABIT TRACKER

I COMMIT TO ELEVATE MYSELF THROUGH
DELEGATION FOR THE NEXT 90 DAYS

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	50
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90

30 DAYS OF DELEGATION

HABIT TRACKER

I COMMIT TO ELEVATE MYSELF THROUGH
DELEGATION FOR THE NEXT 30 DAYS

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30