

Delegation Matrix



Use this exercise, based on the Eisenhower Matrix, to decide what to keep on your to-do list and what to delegate.

CRUCIAL

NOT CRUCIAL

URGENT

List tasks here that are both urgent and important. These should be tasks that you know are best done by you and not others.

For instance, an entrepreneur's list might include:

1. Conduct sales calls
2. Business development tasks

Add these tasks to your to-do list TODAY

Here you should record tasks that are urgent but don't have to be done by you. These may even be tasks better done by someone else with different expertise.

For instance, this list could include:

1. Manage social media
2. Schedule sales calls

Delegate these tasks TODAY

NOT URGENT

These tasks are important and should be managed by you, but they're not urgent currently. Break these tasks down and decide when you'll do them and what parts you can delegate.

These could be things like:

1. Develop a new website
2. Professional development

Plan to do or delegate these tasks

Finally, maybe you've had ideas or tasks on your to-do list that it's not the right time for. They're not crucial enough to delegate and not urgent enough for you to do yourself. For the time being, clear your mind and toss these tasks off your list. You might move them to a "someday" list to revisit.

Toss these task



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