

Delegation: A Tool for Growth

Your time is **valuable**, and you need all the extra time you can get. Ensure your energy and productivity are **maximized** by committing to your focus areas. Complete the worksheet below to discover opportunities to delegate.

1 IDENTIFY YOUR PAIN POINTS

Think about the daily actions involved in running your business. On your Not To Do List, identify the typical activities you do in a day that are not the best use of your time. Determine if you have processes or documentation already in place, and what tools or platforms you need to accomplish the activity.

NOT TO DO LIST		
ACTIVITY	PROCESS	TOOL
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2 HIRE THE RIGHT PEOPLE

You can't delegate without the right people in the right places. Identify your needs and then ask for referrals!

A. Determine the attributes of utmost importance to you in this role - location, software, cost, etc. List your non negotiables:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

B. Prepare for your outsource discovery calls by identifying the questions you need answered in order to make a decision. What solutions are offered, availability, engagement terms, onboarding process, etc.?

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

C. Review your options and decide which resource is the best fit for your company.

3 DOCUMENT THE PROCESS

Once you have the right people in the right places, hold training sessions to provide guidance on the actions identified. This gives them an opportunity to see the process in action and ask questions.

- a. Have a clear and concise objective for each activity.
- b. Record and screen share the entire process.
- c. Build documentation and workflows around processes.

4 RELEASE RESPONSIBILITY

You have a team! Learn to trust and communicate that trust by allowing your team to have ownership.

- a. Let team members complete a couple of drafts with oversight.
- b. Establish check points or milestones on lengthy projects.
- c. Direct your constituents and clients to the newly assigned team member.

5 COMMIT TO YOUR PRIORITIES

Now that you have delegated your pain points, identify your top focus areas that produce growth and impact your goals. Then **BLOCK TIME ON YOUR CALENDAR** to work on these areas!

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |



Want to go even further with a turnkey operations team in your corner?

There is a smarter, **easier** way to do business. Let's discuss how Remote COO can help empower your business growth today. We'd love to book a free consultation to review your worksheet with you. Reach us at remotecoo.com/contact-us.

Remote COO is committed to your **success!**

