

Task Delegator

 MICHAEL HYATT & CO.



The Double Win

You don't have to choose between succeeding in your career and enjoying a full, healthy personal life: you can have both. The key is focusing on the work that matters, and removing all tasks from your schedule that don't serve your professional and personal goals.

You Can't Do it All

When you want to enjoy the Double Win, there comes the point when you realize that you can't do everything.

The answer is not to hustle harder. The answer is to get clarity on what belongs on your schedule, and what doesn't. That's what this tool is for.

Three Steps to "Found Time"

To free up space to make the Double Win possible, it's necessary to focus on the tasks that matter.

In the Task Delegator, you're going to list each task for your home and work life that isn't making a significant impact on your goals. Once you've listed these low-leverage activities, you'll choose one of three ways to handle them:

- **ELIMINATE.**

Any task that isn't required for your work or home to function should be eliminated. Be ruthless and eliminate them from your schedule.

- **AUTOMATE.**

Tasks that you need to do can often be simplified or made easier through automation. Think through recurring tasks that must be completed, and identify any that can be automated.

- **DELEGATE.**

These are tasks that need to get done but not necessarily by you. Identify employees and/or virtual assistants who can take on the work, and train them to execute each one successfully.



Personal: Home-Life Tasks

List as many of the home-life tasks that prevent you from making the contribution that your household needs. Identify which of the tasks can be eliminated, automated, or delegated.



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TASK DELEGATOR

TASK	ELIMINATE	AUTOMATE	DELEGATE



Professional: Work-Life Tasks

List as many of the work-life tasks that prevent you from making the contribution that your company needs. Identify which of the tasks can be eliminated, automated, or delegated.



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Not Sure How to Delegate?

Delegating doesn't come naturally for a lot of people. And those who are comfortable with delegating can sometimes do it in a way that isn't helpful for the person they assign the work to.

Here are five steps to help you delegate and set your team members up for success.

Please note: these delegation steps are intended for a professional setting only.

STEP 01 DESCRIPTION.

People aren't mind-readers. You need to describe, briefly, what you want them to do.

Start with an action verb and answer the question of "what" and "when."

STEP 02 RATIONALE.

This part answers, "Why?"

Knowing why you want something done can better help your team complete it to your satisfaction.

It provides context.

It helps people be part of a larger story, to feel purposeful.

STEP 03 PARAMETERS.

This part answers, "How?"

People are afraid of underperforming. Knowing parameters helps combat that fear.

Parameters might include budgets, timelines, internal/external resources, milestones.

If you don't care how it gets done, that's okay. If you have expectations, they need to be communicated.

STEP 04

VISION.

This part is about defining a clear win. It answers the question, "What does success look like?"

Step into the future you want and describe what you see.

You turn "Complete the presentation by March 3" (Step 1) into "The presentation is clean while catching the eye of the audience. It is light on text but contains several accurate, easy-to-read diagrams and compelling quotes that supplement the presenter's speaking."

If you think "I could have done it better," you probably haven't provided enough vision for what you're looking for.

STEP 05

CLEAR LEVEL OF AUTHORITY.

This indicates how much the person you're delegating to can take ownership. Use the five levels of delegation to communicate how much authority the person has in the project:

- LEVEL 1: Do what I ask you to do.
- LEVEL 2: Research the topic and report back.
- LEVEL 3: Research the topic, outline the options and make a recommendation.
- LEVEL 4: Make a decision and tell me what you did.
- LEVEL 5: Make the decision you think is best. I don't even need to know what decision you made.

Ready to Jumpstart Your Double Win?

When we focus too broadly and allow our schedule to be clogged by low-leverage tasks, achieving the Double Win seems impossible. But with the Task Delegator tool, you have what you need to eliminate, automate, and delegate work, freeing up crucial time to focus on high-leverage tasks that build momentum and move you toward your objectives, putting the Double Win within reach.