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| **Introduction**  |
| It has been said that time is the most precious resource. The Delegation Driver allows you more of it.Most of us should delegate more but there is a difference between delegation and abdication. The Delegation Driver provides a structured framework for delegation and … for evaluating its impact.  |
| **Completion tips**  |
| 1. Choose an activity to be delegated that would free you up and leverage time, describe the activity in the task to be delegated.
2. What do you actually want to accomplish? The first step is to ask yourself what you want to achieve, what is the biggest difference achieving this will make and what will the completed outcome ideally looks like? Describe not only the more concrete details, but what you would see, think and feel once the task has been successfully delegated. Understanding this could point to some troubleshooting you might have to undertake, outside resources you might have to invest in, a change in timing, or any number of factors that will affect the success of the delegation.
3. What is the biggest difference this delegation will make? Describe what you will see, think and feel and the impact this will have on ***your*** time and energy if done well
4. What does the result look like? What would be the positive outcome at the company, team / department and individual levels?
5. Worst scenario. Describe some real-life stories where this has NOT worked well. Real-life stories are great teaching tools. Look at the worst-case scenario in all its hideous detail. Detail is the key here: Put your imagination and articulation skills to work, capturing the worst result as fully as you can. Once you’re done, you’ll feel like you’re living that moment of defeat.
6. Best scenario. More positively, now describe some real-life stories where this has really worked well; let’s now take a good look at the best-case scenario in all its glorious detail. Detail is again the key; really put your imagination and articulation skills to work, capture the very best result as brightly and fully as you can. Once you’re done, you want to be in the moment enjoying the elation!
7. From the above determine the criteria that will be used to judge whether or not the delegation is a success.
8. Flesh out, simplify or bullet point lower level issues so that the issues are easy to understand and communicate
9. Identify any specific actions that need to be taken to best implement the delegation.
10. With your thoughts collected, in order and written down you are now ready to brief them
11. Critically, on completion of your briefing get them to back brief you so you know (as far as you can know) that the brief has been understood
12. As a result of the back brief and back brief make any revisions to the Delegation Driver. Unleash the task and their imagination.

**Post event – lessons learnt – making it even better next time …**1. Review the task delegated; what can you learn? What went well?
2. What went not so well?
3. What needs to happen next so that the tasks can be undertaken better or more tasks can be delegated?
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| 1. **The task to be delegated**
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| 1. **What do you want to accomplish?**
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| **3) Importance: What is the biggest difference this will make?**  | **4) Ideal outcome: What does the result look like?** |
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| **5) Worst scenario**  | **6) Best scenario**  |
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| **Success criteria**  |
| 7) Success criteria list  | 8) Success criteria details  |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| n. |  |
| **9) Specific actions**  |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| n. |
| **Post delegation - lessons learnt – making it even better next time …** |
| **10) What worked?**  | **11) What didn’t?** |
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| **12) What happens next?** |
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