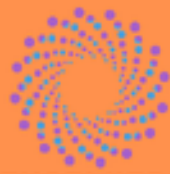


HOW TO DELEGATE



EXCELHER8
RESULTS COACHING

Learn to Delegate

🕒 Time: 20+ Minutes

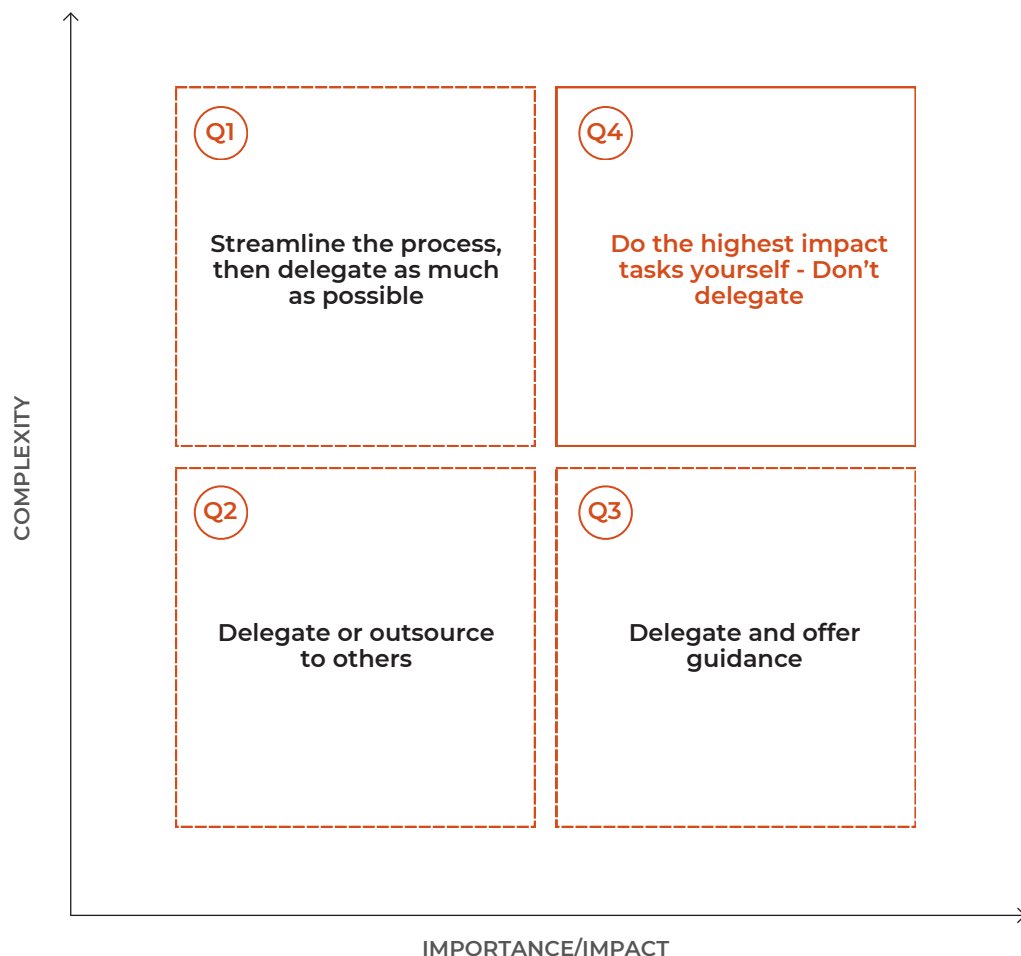
📊 Difficulty: Easy

About

You've undoubtedly heard "Work smarter, not harder", but how do you actually do this? One way is to delegate or outsource some of your workload. Fortunately learning how to do this effectively is a skill that can be developed like any other. As you get more proficient at outsourcing you'll notice your mindset shift from "How can I do this" to "Who can help me with this", which will open up new doors you never knew even existed.

Technology has made it easier than ever to outsource your tasks, but most people don't take advantage of that opportunity. Why? Because of limiting beliefs such as "Nobody can do this as good as I can", "I need to control the process" or "It costs too much". **The second part of this exercise is designed to help you address exactly these kinds of limiting beliefs and reframe them to something more productive. While the first part of the exercise will help you come up with the tasks that you can delegate and the specific actions you need to take.**

4 Quadrants of delegation



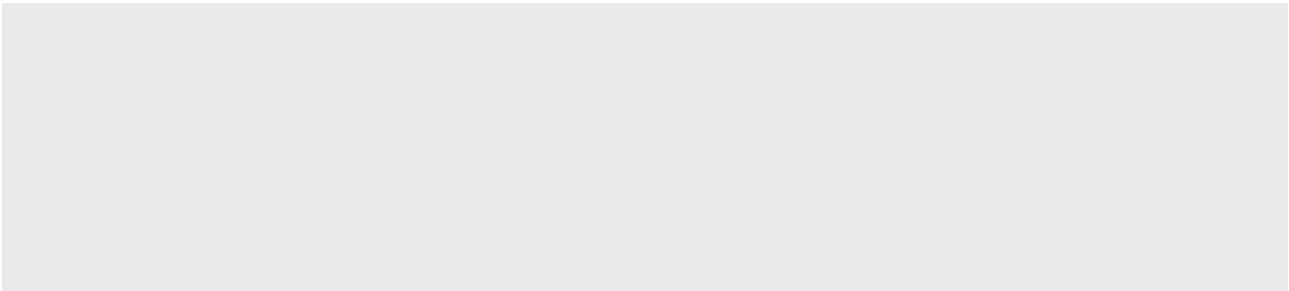
Learn to Delegate

🕒 Time: 20+ Minutes

📊 Difficulty: Easy

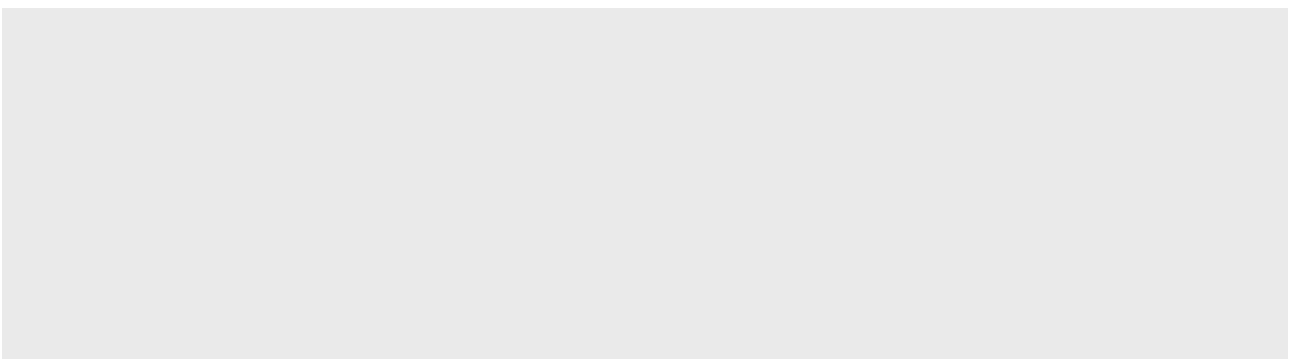
✔ Section 01 - Analyzing tasks

01 What are some tasks or projects that you're struggling to complete and could use some help with?

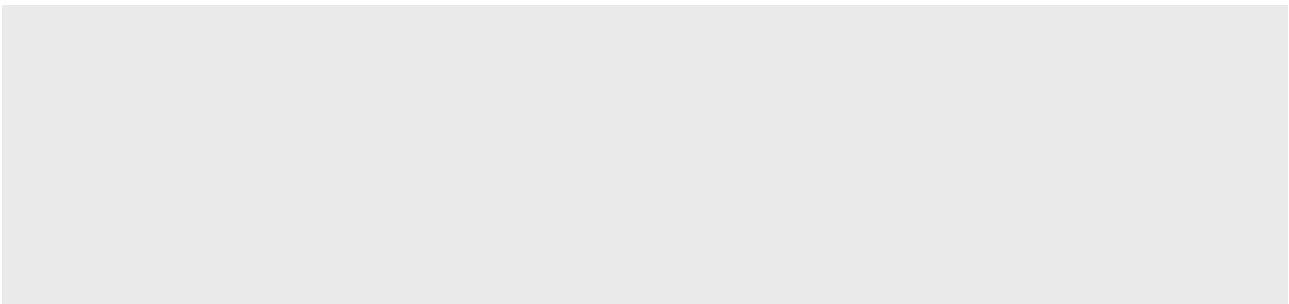


02 Which of these tasks/projects fits one of the three categories (Q1, Q2, Q3) of the "Delegation Framework" you can see on the previous page?

Note that for some projects, you can only outsource some specific tasks (& not the whole project)



03 Why do you wish to delegate these tasks/projects?



Learn to Delegate

🕒 Time: 20+ Minutes

📊 Difficulty: Easy

04 What skills are you looking for in someone who you could delegate this task to? What criteria do they need to meet (experience, price, availability, etc.)

05 What info will you need to convey to your potential candidate and how will you ensure that they will understand your expectations clearly?

For example, you could record a video of the process or show some real examples of the results you're looking for. Or you might need to put together a step by step guide.

06 What specific steps do you need to take to find the right person you can delegate to?

For example, 1) posting a job on some online freelancing platform (Upwork, Fiverr etc.) 2) Finding 3 suitable candidates. 3) Explaining the project scope and the requirements. 4) Have all of them do a test project with a reduced scope of work. 5) Moving forward with the most promising candidate.



Learn to Delegate

🕒 Time: 20+ Minutes

📊 Difficulty: Easy

✔ Section 02 - Reframing limiting beliefs

01 What limiting beliefs and fears do you have regarding outsourcing these tasks?

This could be fears about losing control, concerns about cost, or a belief that you can do the task better.

02 Come up with a counterargument for each limiting belief or fear.

For example, if the belief is that “Only I can deliver this high quality” then the counterargument could be that “I can find someone that does this at least as well as I can” or “Saving the extra time means I can focus on other things that will make up for a slight decrease of quality”
If the worry is that “it costs too much” then the counterargument could be that “learning to delegate helps me learn a new skill and free up my time - which when combined, is worth more than the initial investment”

03 What will you miss out on long term (1-10 years) if you do not learn how to delegate/outsourcing?