

BOUNDARIES

Delegating Tasks

EXERCISE 21

Identify exactly what to hand off to free up mental space. Score tasks from 1–5 (5 being highest).

Step 1: The Delegation Matrix

TASK	ENERGY DRAIN (1-5)	ANYONE CAN DO IT (1-5)	FREQUENCY (1-5)	TOTAL SCORE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Rule: If Total Score > 10, delegate immediately.

Step 2: Use a Script (Don't Overthink It)

PROFESSIONAL / TRUST

"I'm really stretched right now. You're someone I trust to do this well, so I'd like to ask if you could take on [Task]. The key outcome is [Outcome]. Deadline is [Date]. Let me know if you have capacity."

STRENGTHS BASED

"You've got such a good handle on [Skill]. I'm overcommitted and would love to delegate [Task] to you. I think you'd bring [Strength] to it. Totally understand if the timing doesn't work."

HONEST / REALISTIC

"I'm trying to be realistic about what I can manage. I wondered if you'd be open to helping with [Task]? If it feels too much right now, no worries, I completely understand."

THE "BITTEN OFF TOO MUCH"

"I've realized I've bitten off more than I can chew (again!). Would you be up for taking on [Task]? You'd do a much better job than me in my current state!"

My Delegation Plan:

I will ask [Name] to handle [Task] by saying...

Delegation isn't failure; it's capacity management.