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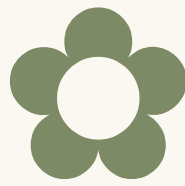
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Task delegation planning sheet



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D E L E G A T I O N

delegation plan

Task to delegate · _____ **Why**
delegating: ____

Delegate to · _____ **Their capacity:** ☐

Outcome required (not method) ·

Deadline · ____ **Check-in point:** ____ **Format of output:** ____

Resources/authority provided · _____

Brief given · ☐ **Questions answered:** ☐ **Understanding confirmed:**
☐

Review · **Date:** ____ **Quality:** ____/5 **What to improve:** ____

D E L E G A T E T H E O U T C O M E · N O T T H E
M E T H O D · T H E N G E T O U T O F T H E W A Y

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