☑ Seven Simple Steps of Delegation:

1. Define the _____ You're Desiring

2. Give it to Someone Who's _____ the _____ to Handle It

3. List the _____ to be _____ and the date!

4. Give them the _____ to _____ the Job

5. _____ Walk them Through it the _____ Time

6. Give _____

7. Establish the _____

That makes sense to me!

Tasks I can Delegate:	I will delegate _____ to _____

Desired Result: _____
_____

	Tasks to Be Completed:	Resources They'll Need: