StratusEdge

DELEGATION & PRIORITIZATION

QUICK GUIDE

Use this quick-reference guide to delegate with confidence and prioritize tasks that drive results.

SHOULD I DELEGATE THIS TASK?

Ask yourself the following:

- IS IT **REPETITIVE** OR **TEACHABLE?**
- IS IT **LOW RISK** OR **NON-STRATEGIC?**
- IS IT A **DEVELOPMENT OPPORTUNITY** FOR SOMEONE ON MY TEAM?

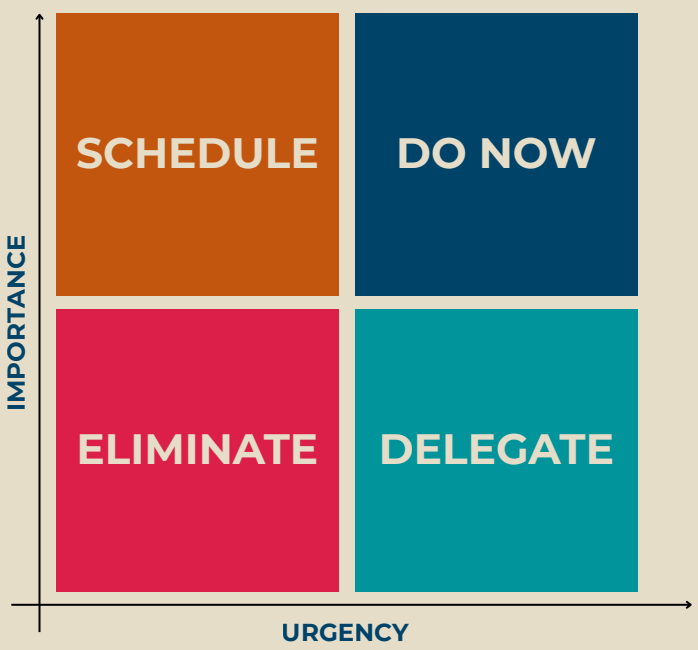
If **YES** to any question, consider delegating.

MATCH YOUR DELEGATION STYLE

PRIORITIZE LIKE A PRO

Select either the **Eisenhower Matrix** *or* the **Impact/Effort Grid**

Eisenhower Matrix



Impact/Effort Grid

DELEGATION SCRIPT

1. **Set the Stage**
   - *"I'd like to talk with you about taking on something important."*
2. **Describe the Task & Outcomes**
   - *"The task is to _____. When it's complete, we should see _____."*
3. **Explain the Why**
   - *"This matters because _____."*
4. **Define Scope and Boundaries**
   - *"You'll be responsible for _____, but you don't need to worry about _____."*
5. **Confirm Support & Timeline**
   - *"I'm here for support. Let's check in on_____ and aim to complete by _____."*