

Delegating Engaging Work

For each of the below delegate or establish only a few things that you hold tight, and allow as many things as practical to be loose.

Description of the activity being delegated: _____

	Time	Task	Technique	Team
This is Tight				
This is Loose				

Time: Milestones, deadlines, and the amount of time and effort to be used
Task: Individual steps and processes along the way
Technique: How the tasks are to be completed
Team: The people you work with and for