

The background features a 3D bar chart with seven bars of varying heights and colors (yellow, blue, purple, orange). A red line graph with circular markers trends upwards from left to right, crossing over the bars. A blue line graph with circular markers trends downwards from left to right, positioned below the red line. The overall aesthetic is professional and data-oriented.

Delegation Workbook

This workbook should be used in conjunction with guidance from a Decisive Leadership coach.

Step 1: Identify ALL Competing Priorities

*This workbook is based on 10 priorities, you may need to adapt for more

<i>Priority</i>	<i>Priority</i>
<i>Priority</i>	<i>Priority</i>
<i>Priority</i>	<i>Priority</i>
<i>Priority</i>	<i>Priority</i>
<i>Priority</i>	<i>Priority</i>

Step 2: Define the *relative* urgency



1 (most)	
2	
3	
4	
5	
6	
7	
8	
9	
10 (least)	

Step 3: Define the *relative* importance

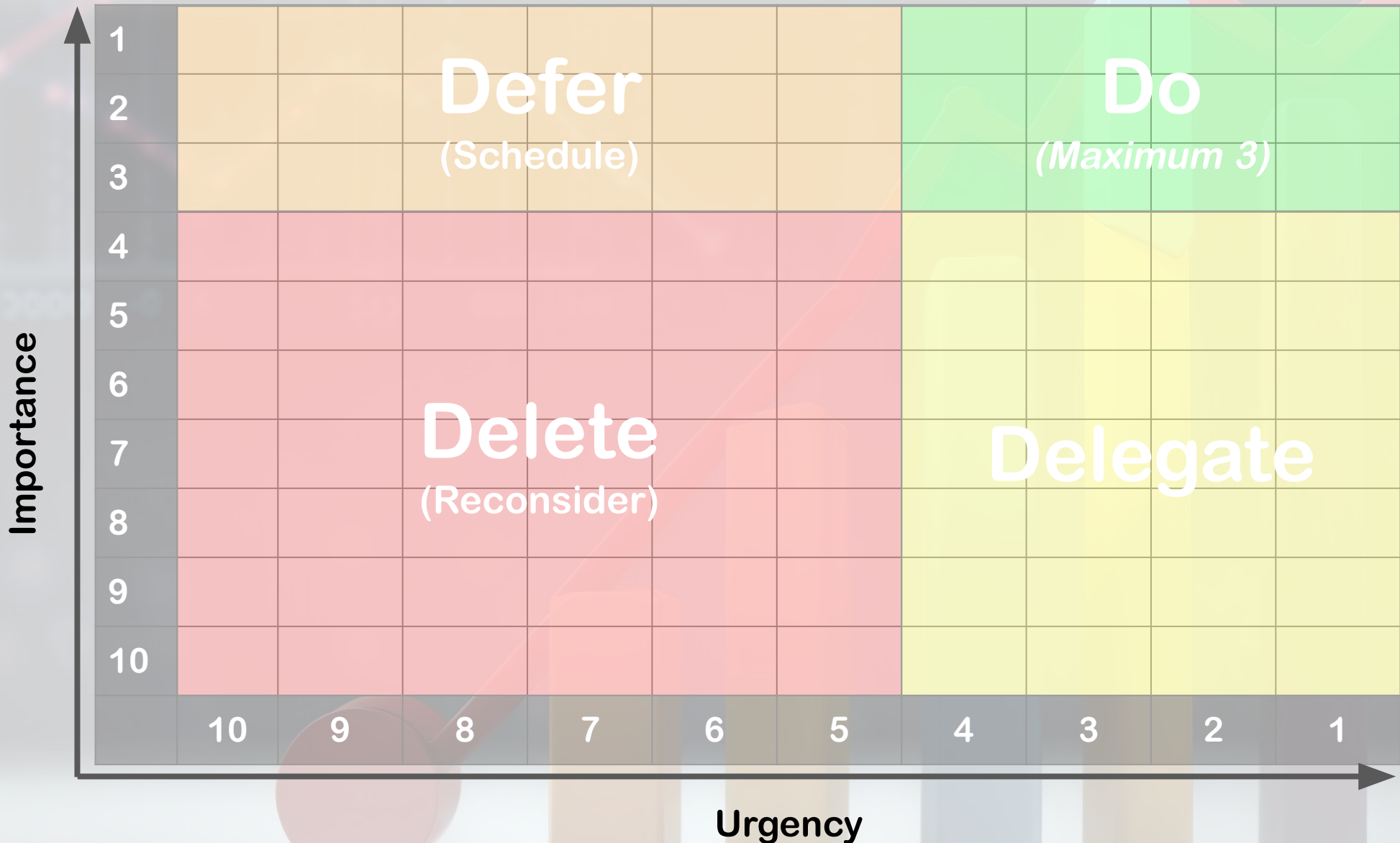


1 (most)	
2	
3	
4	
5	
6	
7	
8	
9	
10 (least)	

Step 4: Plot all in the matrix



Step 5: adjust the urgency and importance divisions



Other considerations



Notes





For more information or to book a free brainstorm session, go to <https://ianb.coach/calendar>

Concept originally from "The 7 Habits of highly effective people", Habit #3
https://en.wikipedia.org/wiki/The_7_Habits_of_Highly_Effective_People#Habit_3:_%22Put_first_things_first%22