The Delegation Dashboard

A Simple Tool to Clarify What You Should Keep, Coach, and Release

You don't need more hours in the day—you need clarity about what's worth your time.

This worksheet is designed to help you quickly assess where your leadership energy is going—and what's getting in the way.

Use it to identify the tasks only you should be doing, what you could begin delegating, and what you must release to make space for your highest contribution.

How to Use This Worksheet

1. Write out the tasks that fill your week—big and small.
2. Sort your tasks into these three categories.
3. Highlight 1–2 action steps to take this week.

ONLY I CAN DO	I COULD DELEGATE	I MUST DELEGATE
These are your highest and best use tasks—the work that truly requires your leadership, vision, and voice. *Keep this list short.*	These are tasks you do now but could hand off with training or coaching. *This is your growth zone—for you and your team.*	These are low-level, distracting tasks that drain your energy and shouldn't still be on your list. *Time to let them go.*

Reflection Questions

Use these prompts to spark next steps or team discussion:

- What surprised you about where your time is going?
- What's one task from the "Must Delegate" list you will release this week?
- Who on your team is ready to take on something from the "Could Delegate" column?
- What would change if everyone on your team did this exercise?

4SIGHT GROUP