Complete Delegation Exercise

by Jack Canfield and Janet Switzer

We believe you have inside of you a unique ability or area of brilliance — some *one* thing you love to do and do so well, you hardly feel like charging people for it. It's effortless for you and a whole lot of fun. And if you could make money doing it, you'd make it your lifetime's work.

Successful people believe this, too. That's why they put their unique brilliance first. They focus on it. And they delegate everything else.

Compare that to the rest of the world who goes through life doing everything, even those tasks they're bad at or that could be done cheaper, better and faster by someone else. They can't find the time to focus on their area of brilliance because they fail to delegate even the most menial of tasks.

When you delegate the "grunt work" — the things you hate doing or those tasks that are so painful, you end up putting them off — you get to concentrate on what you love to do. You free up your time...you're more productive. And you get to enjoy life more.

So why is delegating routine tasks and unwanted projects so difficult for most people?

Surprisingly, most people are afraid of looking wasteful or of being judged as "above everyone" or of feeling out of control or of spending money. Deep-down, they simply don't want to let go.

Others, potentially you, have simply fallen into the habit of doing everything themselves. "It's too time-consuming to explain to someone," you say. "I can do it better myself anyway." But can you?

Determine What You're Brilliant At...Then Delegate Everything Else

The following exercise is designed to help you determine your areas of profound expertise and those areas you really should be delegating to others. Keep in mind that you're looking for the one, two or three activities that bring you the most money, that bring you the most enjoyment and that you could spend all day doing for free, but you are so good at, you're paid handsomely by everyone who needs access to your unique abilities.

Start with the box below.

Start by listing all those activities that occupy your time...whether they're business-related, personal or related to your civic organizations or volunteer work. List even small tasks such as confirmation phone calls or photocopying.

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36. _____

Complete Delegation Exercise...page 2

Next, choose from the previous list those 1-3 things that you are brilliant at, things that very few other people can do as well as you:

1. _____
2. _____
3. _____

Name the three activities from the previous list that generate the most income for you or your company:

1. _____
2. _____
3. _____

Identify any individual activities that appear *in both boxes above.* In other words, list activities that you are brilliant at and that generate the most income for you or your company. This is the activity or area of expertise where you'll want to focus the most time and energy:

1. _____
2. _____
3. _____

Name any "toxic" tasks from the list on page 1 that you especially dislike doing or that take too much of your time — activities you would gladly delegate to someone else if you could. You'll be transferring these tasks to the Complete Delegation Exercise on the next page:

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26. _____

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Complete Delegation Exercise...page 3

If you're a professional earning $75 per hour and you pay a neighborhood boy $10 an hour to cut the grass, you save the effort of doing it yourself on the weekend and gain one extra hour when you could profit by $65. Of course, while one hour doesn't seem like much, multiply that by 52 weekends a year and you discover you've gained 52 hours a year at $65 per hour — or an extra $3,380 in potential earnings.

Similarly, if you're a real estate agent, you need to list houses, gather information for the multiple listing, attend open houses, do showings, put keys in lock boxes, write offers and make appointments. And, if you're lucky, you eventually get to close somebody.

But let's say that you're the best closer on the planet.

Why would you want to waste your time writing listings, doing lead generation, placing lock boxes, and making videos of the property when you could have a staff of assistants doing all that and freeing you up to do more closing? Instead of doing just one deal a month, you could be doing *a deal a week* because you delegated the less profitable activities.

One of the strategies Jack Canfield routinely teaches in his seminars is called Complete Delegation. It simply means that you delegate a task once and completely, rather than delegating it each time it needs to be done.

Identify your Area of Brilliance in the gray box on the previous page, then use the chart below to delegate other tasks in order to free up time to focus on what you love to do.

# from Page 1	Task To Be Delegated	Delegate To Whom?	Hours Now Available	$ Value of Those Hours?	What Will You Do With the Hours You Just Made Available?	Date You'll Delegate?	√ When Delegated