

Workflow & Delegation Worksheet

List all the tasks that you perform on a daily basis and indicate whether the task can be delegated to an existing employee:

DESCRIPTION OF THE TASK	CAN IT BE DELEGATED?
1. _____	☐ Yes ☐ No
2. _____	☐ Yes ☐ No
3. _____	☐ Yes ☐ No
4. _____	☐ Yes ☐ No
5. _____	☐ Yes ☐ No
6. _____	☐ Yes ☐ No
7. _____	☐ Yes ☐ No
8. _____	☐ Yes ☐ No
9. _____	☐ Yes ☐ No
10. _____	☐ Yes ☐ No
11. _____	☐ Yes ☐ No
12. _____	☐ Yes ☐ No
13. _____	☐ Yes ☐ No
14. _____	☐ Yes ☐ No
15. _____	☐ Yes ☐ No
16. _____	☐ Yes ☐ No
17. _____	☐ Yes ☐ No
18. _____	☐ Yes ☐ No
19. _____	☐ Yes ☐ No
20. _____	☐ Yes ☐ No