

My Coach 1-liners

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1. Effective Delegation frees up your time for other responsibilities, develops leaders, and deepens individual accountability.
2. Even if you don't have any direct reports, using delegation appropriately can help you move forward in your development. What do you think is keeping you or your boss from delegating?
3. What is the conversation you are (or are not) having with yourself about delegation? Is your context changing in regard to what delegation really means? How can it help move you and your organization forward?
4. As part of creating your decision tree, identify areas where you have authority over various decisions and actions. Before your next Delegation Conversation, identify the level of authority you have in each of these categories. Check in with your conversation partner to share your Decision Tree.
5. In your training, you explored some possible obstacles that kept you from delegating. Some obstacles can include loss of control, the need to be the expert, and lack of trust. Which obstacles are proving to be the most difficult for you?
6. Leaf level of the decision tree: Make the decision. Act on it. There is no formal requirement to report the action you took. What Leaf responsibilities have you been able to delegate or ask for? What positive impacts have you noticed because of it?
7. Branch level of the decision tree: Make the decision. Act on it. Report the action you took daily/weekly/monthly. What Branch level responsibilities have you been able to delegate or ask for? What differences have you noticed because of this?
8. Trunk level of the decision tree: Make the decision. Report your decision before you take action. Have you delegated or asked for any responsibilities at the Trunk level? How did it go?
9. Root level of the decision tree: These decisions are made with input from many people or are decisions you are not willing to delegate. Are you inviting others into your root level decision making process? Are you asking to join root level discussions?
10. The delegation model is an opportunity for growth. Delegating only to star players can burn them out and create division, leaving out those who need further development. Make sure everyone knows the levels where they are free to play and how they can grow. Have a conversation to make sure expectations are clear.

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| 11. Delegation is the essence of employee engagement. Have you delegated portions of the things you enjoy doing, are good at and are important to the organization? This is a great place to start when beginning delegation and a great way to increase employee engagement. | <input type="checkbox"/> |
| 12. What is the difference between delegating responsibilities people know you love doing, versus delegating things people know you don't like? | <input type="checkbox"/> |
| 13. Explain the Decision Tree to your people. Have them place their responsibilities within the Tree and have a conversation to clarify expectations and decision-making authority. | <input type="checkbox"/> |
| 14. What are some simple questions you can ask your direct report when you are not in alignment on their Decision Tree level? Share these with your peers. | <input type="checkbox"/> |
| 15. At the end of the day, write down the 5 things you will accomplish the next day. After one week of this exercise, reflect - What impact is this having on you, your team, and your organization? | <input type="checkbox"/> |
| 16. Which of the 7 Principles are most relevant when thinking about delegation? | <input type="checkbox"/> |
| 17. Remember, when delegating a responsibility to someone, you can start small and allow them the opportunity to grow and develop, and then move up the tree. It doesn't have to be "Leaf or nothing." | <input type="checkbox"/> |
| 18. Periodically sharing the Decision Tree with your team is a great way to measure their growth and development. Use it as a tool to show them what is necessary for advancement. | <input type="checkbox"/> |
| 19. Delegation is not just for conversations with your direct reports. Think of a responsibility that one of your peers has that would be a good development opportunity for you – is there something on your plate that you could delegate to them in return which would benefit each of you? | <input type="checkbox"/> |
| 20. When you think Delegation, think Development. They go hand in hand. | <input type="checkbox"/> |
| 21. If you were able to free up another 2-4 hours a week, what would be the most important project you would take on? How might you create that extra time? | <input type="checkbox"/> |
| 22. What is one responsibility that you think would be an excellent developmental opportunity for someone else? Who would you give it to? | <input type="checkbox"/> |

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23. Think of a time you've delegated a responsibility using the Decision Tree model. What was the result? What went well? What might you have done differently? Sent
24. What are your top three time takers that fit this criteria: something you love doing, something you're great at, and something that brings value to your organization. Are one of these a responsibility you're ready to hand to someone else? Who might that be?
25. On your calendar, block of time every quarter for an hour to reflect on your latest responsibilities. This will help you create the space to drive results (rather than be driven by fires) by reviewing how you spend your time.