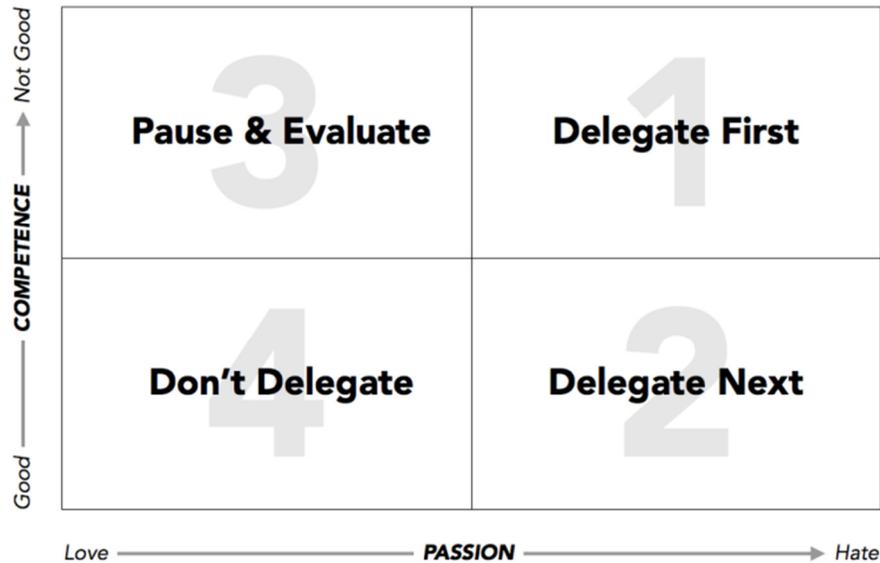


What Tasks Should You Delegate First?

To be an effective leader, you have to become good at delegating. The problem is that what made you successful doesn't usually scale.



To grow—both personally and organizationally—you have to increasingly focus on those high payoff activities where you add the most value and get rid of everything else.

I see these quadrants as a set of priorities when it comes to figuring out what to delegate first. They are designed to measure passion (how much you enjoy a task) and competence (how good you are at a task). These are not the same.

1. **Priority 1: Delegate First.** These are your lowest payoff activities. They are the ones you dread, because you don't enjoy them and you aren't good at them. By hanging on to them, you are holding you and your organization back. The sooner you delegate them, the better.
2. **Priority 2: Delegate Next.** These activities should be delegated, too. They are not as urgent as Priority 1, because you are at least good at these tasks. However, while others may benefit, you don't. They drain you and keep you from doing your best work.
3. **Priority 3: Pause and Evaluate.** These are the tasks that are tough. You love doing them, but you aren't particularly good at them. The question is whether or not you could become competent with the right training. Regardless, you should purpose to get good or get out.
4. **Priority 4: Don't Delegate.** These are your highest payoff activities—both for you and your organization. This is where you experience the most satisfaction and make the greatest contribution. You want to do more of these kinds of activities.

In my experience, *resources always follow vision*. Until I get clear on what I need, the resources don't show up. Why should they? What would I do with them?

Instead, by faith, go through the exercise. Get clear on what you would delegate if you had the outside help. Then see what happens.

By the way, if you are serious about considering a virtual assistant, check out [eaHELP](#), the company I use. I don't know of a better way to set yourself up for success in 2014.