

PROCESS PLUS RESULTS

Reason for Delegating (Ex: Bandwidth, Speed, Joy, Skill-Building, Competency Development)	Individual	Activity	Skills / Competencies	Level of Delegation*

Desired Outcome and/or Success Measures	Timeline	Resources and/or Constraints	Reporting Requirements	Coaching Cadence

* David Marquet 7 Levels of Leadership - 1 - Tell me what to do. 2 - I see . . . 3 - I think . . . 4 - I would like to . . . 5 - I intend to . . . 6 - I've done . . . 7 - I've been doing . . . 2. I see...1. Tell me what to do.

* 5 Levels of Delegation - 1 - Do as I Say, 2 - Research & Report, 3 - Research & Recommend, 4 - Decide & Inform, 5 - Act Independently (potential source - Michael Hyatt)