

PEOPLE | QUICK CARD PE-03

What only you can do

Fifteen minutes, one week of your work, and the questions a good coach would ask you.



The practice

Most owners have delegated something at some point. It went to a capable person with a quick briefing on a Tuesday afternoon, came back on Thursday not quite right, and was quietly redone on Sunday evening. The lesson the owner drew was that it is quicker to do it yourself.

Delegation usually fails at the handover, not at the choice of task. Sort your work into what only you can do, what someone could do with training, and what someone could do now. Then hand over the outcome, not just the task, with an agreed amount of freedom (from “recommend, then act” to “act, and report in the usual way”) and a date to check in.

Sort your week

Task	Hours a week	Only I can do	Someone could with training	Someone could now
Total				

A consultancy owner working 52 hours a week found 14 hours of work someone could do now. Handing over three tasks freed 17 hours a week, about 98 working days a year.

Try this this week

Write down everything you did last week, with rough hours, and sort it into the three columns. Choose one task from “someone could now” and hand it over by Friday, with the outcome, the freedom and a check-in date agreed.

Coach yourself

Set aside fifteen minutes where nobody can interrupt you, and answer in writing. An answer looks surprisingly different once it is on paper.

G

GOAL

If my week were spent on the right things, what would be in it?

R

REALITY

Which of my work only I can do, and what happened last time I handed something over?

O

OPTIONS

Which three tasks could go first, to whom, and with how much freedom?

W

WILL

Who will I speak to this week, and what will I do when they try to hand it back?

If you catch yourself saying...

You hear yourself say	Try asking instead
<i>"Nobody does it as well as me"</i>	What standard does the client actually need?
<i>"It's quicker to do it myself"</i>	Quicker this week, or quicker this year?
<i>"They're already so busy"</i>	What would they say if I asked them?

ONE HARDER QUESTION

If I were away for a month from tomorrow, which of this work would still happen?

Keep it going

Delegated work creeps back in busy weeks. Give one person the list of what has been handed over, ask each month what has come back, and put check dates in the diary: 3, 6 and 12 months from today.

When to get help

If handing over work changes someone's role, hours, pay or contract, talk to your HR or employment adviser first. If you are exhausted and cannot see a way through, talk to someone you trust before anything else.

What a coach adds

This card gives you the questions. What it cannot do is notice which one you avoided. It is one of the SMARTer practice cards, covering the ten key areas of a business that sells expertise.



Talk yours through with me: book a Discovery Call at smarterentrepreneurs.co.uk

No pitch, no pressure, and you'll leave with something useful either way.