TOOL

The Delegation Map

Curated by Simon De Los Rios

WHO IS THIS FOR

You manage people, you are still doing a lot of their work, and you know there is room to delegate better.

PAIN

Holding onto tasks out of fear the team is not ready, or the belief that it will be faster alone, until there is no time left to lead.

SOLVES

Gives you a clear way to decide what to hand off, to whom, and how to let go of it without disappearing from it entirely.

TOPIC

LEADING A TEAM

READ TIME	TIME REQUIRED	WHAT YOU NEED
2 minutes	25 min	notebook, pen, your task list

Step 1: List what is on your plate

Write down everything you are personally doing in a typical week, in the first column of the table. Include the things that feel too small to count.

TASK I DO EACH WEEK	ONLY ME?	WHO COULD TAKE IT	WHAT THEY NEED FROM ME

– *Which of these would someone notice if I stopped doing them?*

Step 2: Sort by ownership, not comfort

For each task, ask whether it needs your specific judgment, or whether it only feels that way because you have always done it. Write Yes or No in the second column.

– *Am I holding onto this because I am the best person for it, or because handing it off feels uncomfortable?*

Step 3: Match tasks to people

For each task you could hand off, name the person best placed to take it, and what they would need from you to do it well, context, authority, or a first attempt with feedback. Fill in the last two columns.

– *What is the smallest amount of support that would let this person succeed without me?*

Step 4: Hand it off out loud

Pick one task and delegate it this week. Write the handoff in three lines on the card, then say it to the person. Resist stepping back in for at least two weeks.

THE OUTCOME *What good looks like:* _____

_____

THE DEADLINE *Done by* _____

_____

THE CHECK-IN *We will check in on* _____

_____

– *What am I afraid will go wrong if I am not the one doing this?*

BEFORE YOU CLOSE THIS

Send the handoff today, and put the first check-in in your calendar.

CONTINUE WITH

The Feedback Framework, once your team is doing more without you, direct feedback is what helps them keep improving.

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Source: SDLR (original)