

Delegation Matrix Worksheet

Start focusing on doing what only YOU can do. Use the Delegation Matrix instructions to fill out the blank matrix below. Your team and a BELAY specialists are ready to jump in and serve you by owning those items you can delegate.

	YOU	OTHERS
LOVE	<p>1. KEEP</p> <p>Things you love and only you can do them.</p>	<p>2. DELEGATE</p> <p>Things you love but you know that others can do. This is easily the area that you should lead, coach, and develop. Primarily because you love what you are giving them and likely there is passion in this set of actions/efforts/results expected.</p>
HATE	<p>3. DELEGATE</p> <p>Things you hate doing, but find yourself doing. These are items you procrastinate on, that others may like doing. This is typically areas like bookkeeping, legal work, detail-driven tasks, project management, etc.</p>	<p>4. DELEGATE</p> <p>Things you hate that others can do. This is a no-brainer! Don't waste your time and simply delegate items in this quadrant.</p>

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LOVE	<p>1. KEEP</p>	<p>2. DELEGATE</p>
HATE	<p>3. DELEGATE</p>	<p>4. DELEGATE</p>

Most Popular Items Delegated to a BELAY SPECIALIST

We've served thousands of church and business leaders helping them learn how to delegate effectively to their team freeing them to focus on what is most important. Discover below BELAY's list of the most popular items we see delegated to our BELAY specialists.

Webmaster Services:

- Uploading New Content
- Updating Plug-ins
- Security Updates
- Scheduled Back-ups
- Website Development
- Integration with Other Software

Bookkeeping:

- Accounts Payable
- Payroll
- Bank Reconciliation
- Account Structuring
- Account Reporting
- Cash Flow Statements
- PEX Cards Processing

Administrative:

- Calendar Management & Scheduling
- Project Coordination & Followup
- Travel Arrangements
- Expense Reporting
- Meeting Planning
- Presentation Creation
- Monthly Reporting
- Social Media Updates
- Email Management
- Research