

# Delegation Matrix Worksheet

Most business owners actually lose money because they don't have someone else on their team to get more stuff done. If you could delegate just a few tasks like email management, appointment scheduling, travel bookings, meeting planning, and expense reporting could you save yourself 15 hours every week?

Fill in the boxes below to find out what you can delegate today!

	YOU	OTHERS
LOVE	<p><b>1. KEEP</b></p> <p>Things you love and only you can do them.</p>	<p><b>2. DELEGATE</b></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><b>3. DELEGATE</b></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><b>4. DELEGATE</b></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>

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

# Most Popular Items Delegated to BELAY SPECIALISTS

At BELAY, we connect busy leaders to virtual executive assistants to get more done and grow their company.

## Web Services:

- Uploading New Content
- Updating Plug-ins
- Security Updates
- Scheduled Back-ups
- Website Development
- Integration with Other Software
- Posting Jobs to LinkedIn, Facebook, Twitter, MRI

## Bookkeeping:

- Accounts Payable
- Payroll
- Bank Reconciliation
- Invoicing Clients
- DTWEB
- Account Reporting
- Cash Flow Statements

## Administrative:

- Calendar Management & Scheduling
- Project Coordination & Followup
- Travel Arrangements
- Expense Reporting
- Meeting Planning
- Procedure Building
- Vendor Shopping & Research

- Presentation Creation
- Monthly Reporting
- Daily Calls
- Misc. Data Entry
- Posting Jobs to PCR
- Social Media Updates
- Email Management
- Research