

# What can you delegate?

If you are feeling overwhelmed and know that you need some support, but don't know where to begin, here is a simple tool to help you work out what you could delegate.

## Step 1: Audit Your Week

Spend the next 5–7 days tracking:

- Everything you do in a typical workday
- Tasks that keep getting bumped down your to-do list
- Things you dread, delay, or know you *shouldn't* be doing

Keep the list informal—this is for your eyes only!

## Step 2: Sort Using the Delegation Table

Once you've listed your tasks, using the table below, categorise them into the following 3 groups:

- **Can't Do** – these are things that you may perhaps lack the skills, knowledge or tools to complete
- **Won't Do** – these are tasks that you avoid or they drain you
- **Shouldn't Do** – these are low-value tasks, or tasks that are not the best use of your time

Do not over think the reasons for placing the tasks into these categories, there is no need to justify any of them. However, anything in these columns is a candidate for delegation.

## What Next?

At ABC, we support clients by taking care of the day-to-day so you can focus on strategy, impact, and growth. From diary and inbox management to client onboarding, reporting, event planning, and more – we help lighten the load.

Send us a copy of your table below and we can discuss how we can help.

## [Get in Touch](#)



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Can't Do	Won't Do	Shouldn't Do