

Strategic Delegation Map

- From Doing It All → to Leading Through Others -

Designed to help overloaded professionals get clear on what to delegate, to whom, and why — without guilt.

Purpose:

To shift from reactive overfunctioning to intentional delegation that builds trust, empowers others, and frees you up for strategic focus.

SECTION 1: **Clarify Your Leadership Zone**

1. What are you here to do — really? 
*What are the top 3 responsibilities only **you** can fulfil in your role or business?*

1. _____
2. _____
3. _____

2. Where are you spending time that isn't aligned with that? 

Be honest. What tasks keep recurring that drain your energy or keep you in the weeds?

List at least 5:

- _____
- _____
- _____
- _____
- _____



SECTION 2:

Map the Task, the Risk, and the Opportunity

4. Categorise each task using the D.E.A.L. model:

Task	Does it need YOU?	Energy Level	Automate/Delegate/Eliminate?	Who could own this?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	 High/Low	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> E	

Repeat for each item.

SECTION 3:

What's Stopping You from Delegating?



Tick what applies and reflect:

- “It’s just easier to do it myself.”
- “They won’t do it to my standard.”
- “I don’t want to burden others.”
- “I’ll lose control.”
- “I’m scared of looking lazy.”
- Other: _____

What would it mean about you if you truly delegated well?
What would you gain? What might you fear losing?



SECTION 4:

Build Your Delegation Strategy



Who are 2-3 people in your team or network you could trust with more responsibility?

What might they gain? What might you both learn?

Name	Strengths	What could you delegate?	How it helps them grow?

SECTION 5:

Plan & Practice the Delegation Conversation



Use this template to delegate with clarity and care:

“I’d like to delegate [TASK] because [CONTEXT/WHY]. I trust your [SKILL/STRENGTH], and I’ll be here for [LEVEL OF SUPPORT]. How does that feel to you?”

Practice your own version here:

“True delegation is not about dumping tasks—it’s about growing capacity.”



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