# the**wolf**&**company**

# Delegate and Elevate Matrix

1. Start by listing everything you do at work. Typically, you'll draw up a laundry list of at least 20 things. Take a few minutes right now. List everything, like checking email, meetings, solving employee issues, paperwork, talking to customers, and so forth. List everything work-related that you do all day, every day. (Bonus - add your personal work as well to find more opportunities). <u>Make one big list first, do not start with the matrix.</u> Check your email, calendar, task list, sticky notes, notebooks, all the things you surround yourself with everyday.

2. Now, put each of your laundry list items into one of the four quadrants.

3. Now make a second list. Assume you have a magic wand and could instantly delegate everything in the bottom two quadrants. Where would you spend the free time you've gained?
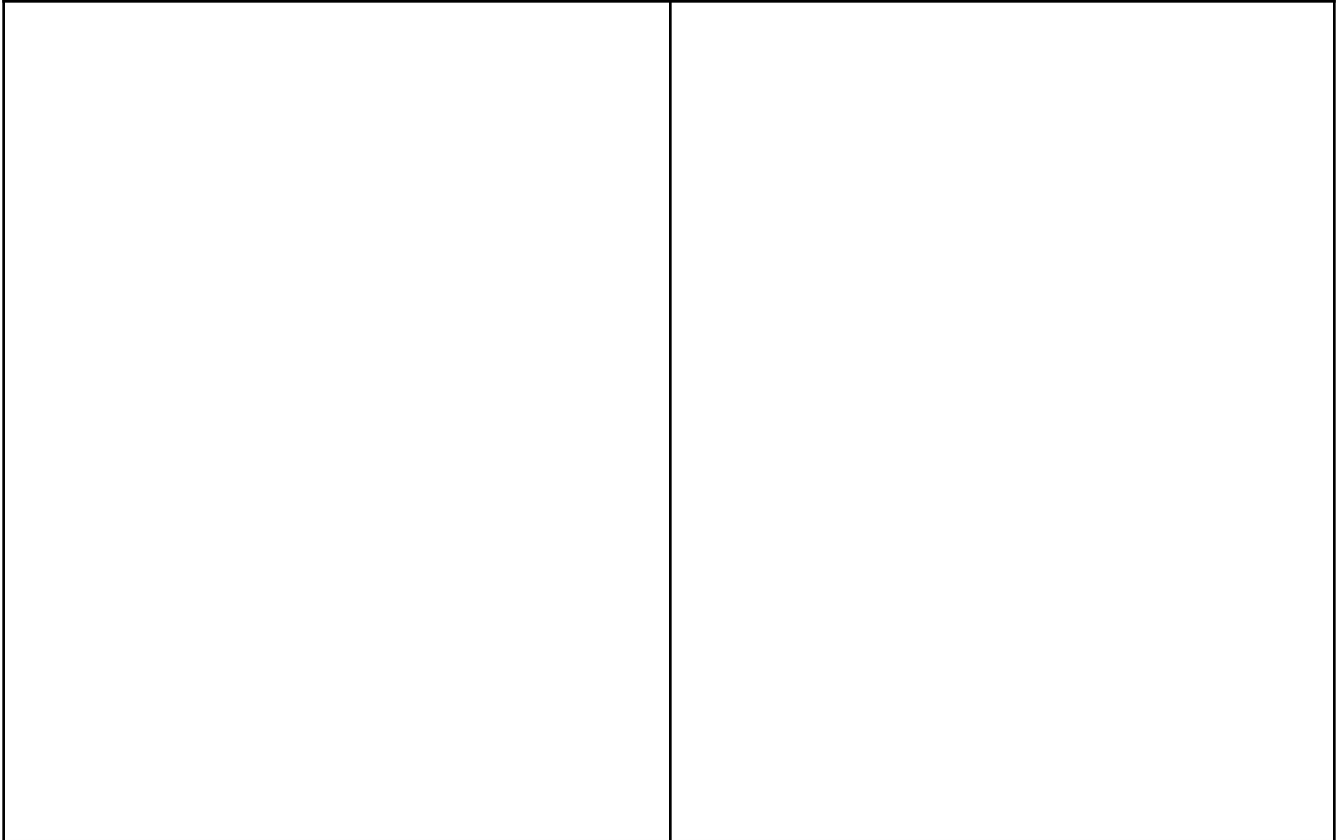
| <u>Love</u> Doing It + <u>Great</u> At Doing It | <u>Love</u> Doing It + <u>Good</u> At Doing It |
|---|---|
| *4) Keep. This is your zone of genius.* | *3) Consider delegating if you need to buy back time* |

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|---|---|
| | |
| **Don't Like** Doing It + **Good** At Doing It | **Don't Like** Doing It + **Bad** At Doing It |
| *2) Delegate as soon as possible* | *1) Delegate immediately* |

Your job is to "delegate" everything in the bottom quadrants and "elevate" yourself to the jobs in the top quadrants. Yet you won't always delegate things. Sometimes you merely need to stop doing them altogether. Are they really necessary? What if no one did them? If they don't benefit the company very much, just stop doing them.

Wickman, Gino. The EOS Life (p. 18). BenBella Books. Kindle Edition.