

Delegate it!

Overthinkers tend to hold onto everything...in their heads. Deep thinkers delegate so that they can free up headspace. The question then becomes, “how might I effectively hand off this important thing that I'm so invested in?” Here's a way forward.

Use this template to quickly get all of the important bits out of your head and safely into someone else's hands.

Your name:

Project name:

Delegating to:

Project Description:

Purpose — why is this important? What's the bigger picture?

Expectations — what does “done” look like?

Available resources:

Who to ask for help:

Notes and encouragement:

Next step:

Next check-in:

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