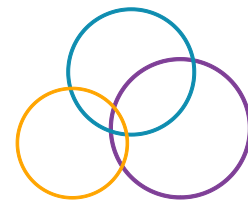


The Delegation Matrix: Moving from Task-Doer to Leader



Many managers struggle with burnout because they fail to delegate effectively.

This matrix helps you categorize tasks to determine what you must handle and what serves as a development opportunity for your team.

How to use this guide:

Map your weekly tasks into the following four quadrants to audit your time.

The Eisenhower Delegation Matrix

Quadrant	Action	Description
High Impact / High Skill	DO	Strategic tasks, sensitive personnel issues, or high-stakes client work that only you can do
High Impact / Low Skill	DELEGATE	Important tasks that don't require your specific expertise. Excellent for employee growth.
Low Impact / High Skill	AUTOMATE	Complex tasks that are repetitive. Seek a process or software solution to remove these from your plate.
Low Impact / Low Skill	ELIMINATE	Tasks that provide no value to the goal. These are distractions; stop doing them.



The Delegation Hand-off Checklist

- **The "Why":** Explain the importance of the task.
- **The "What":** Define what success looks like (the outcome, not the steps).
- **The "When":** Set a clear deadline and a check-in point.

The Resources: Ensure they have the tools and authority to complete the work

Master the Art of *Leading*, Not Just Doing.

True leadership is about scaling your impact through others. If you're feeling buried in the day-to-day, PPR can help you audit your organizational structure and streamline your delegation processes to free up your most valuable asset: your time.

**Ready to scale your leadership?
Connect with a PPR Operations Expert**



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