## THE JOB LIST

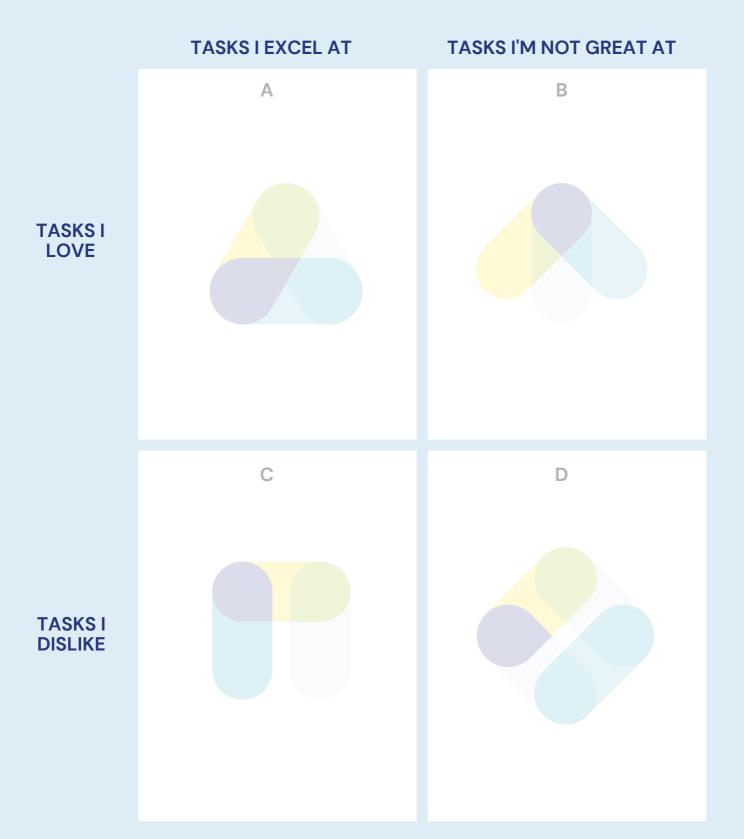


START BY LISTING ALL THE JOBS YOU DO AT WORK. LIST EVERYTHING YOU DO. THIS ISN'T ALWAYS EASY LOOKING BACKWARDS, SO YOU MAY NEED TO HAVE THIS SAT ON YOUR DESK FOR THE NEXT WEEK SO YOU GET THEM ALL.





## THE DELEGATE COMPOUND





List the jobs in Box D (and from C if you have less than 3)	Identify how you could delegate that role	First Action	Who/ what to do	By when?