



Passing the Flame

Creating Space

Delegation list	
What took more energy?	Delegation list #1
What took more time?	Delegation list #2
What is not complete?	Delegation list #3
What needs to get done?	Delegation list #4
What needs follow up?	Delegation list #5

Task Manager

Need to have ...	Nice to have ...

Priority Management

	Urgent	Not Urgent
Important		
Not Important		

The Delegation Grid

	Low experience	High experience
High risk	Hands on ...	On hand ...
Low risk	Hold hand ...	Hands off ...

Creating Clarity

STOP		
Stop #1 What is one thing you are going to stop doing?	Stop #2 What is one thing you are going to stop doing?	Stop #3 What is one thing you are going to stop doing?

KEEP		
Keep #1 What is one thing you are going to keep doing?	Keep #2 What is one thing you are going to keep doing?	Keep #3 What is one thing you are going to keep doing?

START		
Start #1 What is one thing you are going to start doing?	Start #2 What is one thing you are going to start doing?	Start #3 What is one thing you are going to start doing?



The Great Handoff

The Procedure									
	To do	Why	Risk	When	How	Support with	Support from	Evidence of completion	Evidence of success
	To do	Why	Risk	When	How	Support with	Support from	Evidence of completion	Evidence of success
	To do	Why	Risk	When	How	Support with	Support from	Evidence of completion	Evidence of success

Parter.
INSTITUTE