Passing the Flame • 2022

# Passing the Flame

### **Creating Space**

### **Delegation list**

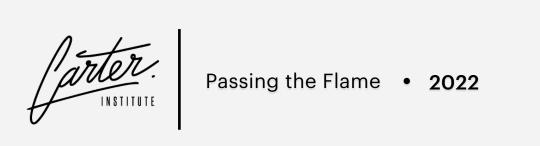
What took more energy?

What took more time?

What is not complete?

What needs to get done?

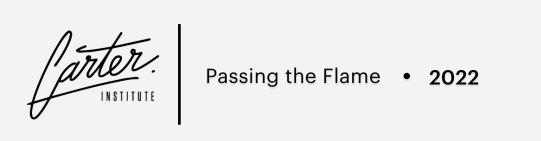
What needs follow up?



	Delegation list #1
	Delegation list #2
	Delegation list #3
	Delegation list #4
	Delegation list #5
_	

### Task Manager

Need to have ...



Nice to have

## **Priority Management**

	Urgent	Not Urgent
Important		
Not Important		



### The Delegation Grid

		Low experience
	Hands on	
High risk		
Higl		
	Hold hand	
Low risk		
Lov		



**High experience** 

On 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?

### KEEP

**Keep #1** What is one thing you are going to keep doing?

### **START**

**Start #1** What is one thing you are going to start doing?

Passing the Flame • 2022

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

### **Stop #3** What is one thing you are going to stop 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	Evidence of
								completion	success
			Piele	When		Commentariale	<u>Ourset fam</u>	Evidence of	Evidence of
	To do	Why	Risk	When	How	Support with	Support from	completion	success





### INSTITUTE