



The Delegation Tracker

Development with a deadline. Four minutes on a Monday. That's it.

Write the handoff down: the task, the owner, the check-in (before it's due), and what "done" looks like. Then ask about the task instead of doing the task.

The task	Who owns it now	Check-in date	"Done" looks like

 The hardest question: what am I still holding that I already delegated?

"Delegation is not dumping. Delegation is development with a deadline."

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