

Caution: Don't leave this lying around for people to read unless that serves your purpose!

Plot your staff on this grid. You may find some staff are in different categories depending on the task.

Can do, Won't do
*Counsel, reconsider
occupation or task*

Can do, Will do
*Delegate to them;
challenge them*

Can't do, Won't do
*Counsel or reconsider
occupation or task*

Can't do, Will do
Train



Based on the can do / will do analysis

I plan to delegate these things to this person:

I plan to shift these job responsibilities from:

And I plan to give them this to do instead:

I will get this person trained in this task by this expert:

