Comparative Advantage Worksheet

Use this worksheet to decide what work you should own and what you should delegate or deprioritize. Read more tips in our article, [Decide What to Delegate With Comparative Advantage](https://www.managementcenter.org/resources/delegate/).

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| **Step 1** | **Make a list of everything that’s on your plate.** |
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| **Step 2** | **Consider the following criteria for each item and sort your list.** |
| 1. **Impact:** Will it have a substantial impact on furthering your organization or team’s mission?
2. **Role:** Does it fit within your role expectations and position in the organization?
3. **Strengths:** Are you excellent (not just good) at the thing? (Alternatively, are you the only one who is excellent or good at it?)

If you can answer yes to all three questions for any item, put it in the first column in the chart below. If there’s anything on your list that doesn’t hit at least two of the criteria, move it off your plate.  |

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| **What I should do** *(because it makes a big impact, it makes sense for my role, and it’s a skill I have or can develop)* | **What I should not do** *(even if I’m good at it or enjoy doing it)* |
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| **Step 3** | **Identify specific ways to move things from the second column above off your plate.** |
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