

Delegation Mini Sprint

One way to put the framework into practice is through a Delegation Mini-Sprint—a 90-minute facilitated session with leadership, clinicians, and administrative staff. The steps are:

- Review time audit data showing staff time on non-billable work.
- Complete a delegation matrix, placing tasks into high, moderate, low, or administrative categories.
- Identify three quick wins and one long-term redesign opportunity.
- Assign task forces to test changes for 30 days.
- Reconvene to share results, barriers, and next steps.
- This rapid cycle creates momentum and builds confidence in making delegation changes.

Example:

Step	Activity	Output	Time Allotted
1. Review Time Audit	Examine % of clinical staff time spent on non-billable or non-clinical work.	Baseline view of wasted capacity.	15 mins
2. Complete Delegation Matrix	Place tasks into categories (High, Moderate, Low, Admin).	Draft delegation framework for your site.	20 mins
3. Identify Quick Wins & Long-Term Opportunities	Pick 3 tasks to delegate immediately; 1 larger redesign to test.	Prioritized task list.	15 mins
4. Assign Task Forces	Assign small groups to test delegation changes.	Action teams with clear roles.	10 min
5. Reconvene (Follow-Up)	Share what was rebalanced, barriers, and next steps.	Updated workflow, lessons learned.	30 days later

