

TRACK system for delegation

T-task	What is it?	Who?	Why does it matter to you, them and the organization?
R-equest	When does it need to be done?	What are the available resources?	Who needs to be involved and informed?
A-ccomplishment	What does success look like?		Who determines success?
C-heck-Ins	Will you follow up regularly, schedules, on request, or as need?		
K-nnowledge and Kudos (complete at end)	What's been learned?		What sort of recognition should be given?

Animals
Amplified