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Manager and employee share ownership:

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Employee owns:

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**Who owns what?**

Managers need time to work on the work and not in the work.

List the tasks for your team under the three areas according to who is responsible for each task.

Then, look at each task and ask, “What would it take for me to feel comfortable sharing or handing off this task to a team member?” (Hint: It will involve developing that team member!)

Example: Sales manager owns chasing down rebates. This could be handed off if somebody was trained to look up program numbers, etc.