

EMPOWERMENT EXERCISE

Step 1: Work with your team to write up a list of common decisions they face that typically need your approval.

Step 2: Categorize the list into the following types of decisions:

- A. Leaf Decisions: Make a decision, act on it, no need to report back
- B. Branch Decisions: Make a decision, act on it, report back later
- C. Trunk Decisions: Make a decision, check with the manager before acting
- D. Root Decisions: Discuss with the manager before a decision is made

Step 3: Review this exercise on a quarterly basis and stick to it. Consistency is essential to empower your team to make decisions on their own.



Leaf Decisions

Make a decision, act on it,
no need to report back.

Branch Decisions

Make a decision, act on it,
report back.

Trunk Decisions

Make a decision, check with
manager before you act.

Root Decisions

Discuss with manager before
making a decision.



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