

Great  
Talent  
Great  
Business

**EP3**

*Season 3*

# **Cheat Sheet**

**Why Most Teams Struggle  
– and How Unique Ability  
Fixes It**

Featuring Shannon Waller

By Rob Levin, Creator of [Greattalentpodcast.com](https://greattalentpodcast.com)

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You just heard Shannon unpack how knowing your Unique Ability and building the right team around it can unlock massive growth. Now let's turn those insights into action—with a few focused exercises designed to bring clarity, alignment, and momentum to your business.

## 1. Define Your Unique Ability

Think about the work that lights you up—and what drains you.

### Do more of:

List 3–5 tasks that energize you, where you feel confident and passionate:

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- 
- 
- 

### Do less of:

List 3–5 tasks that energize you, where you feel confident and passionate:

- 
- 
- 
- 
- 

### Reflection:

What % of your week is spent in your Unique Ability?

☐ 0–25%      ☐ 26–50%      ☐ 51–75%      ☐ 76–100%

## 2. Create Your “Not-To-Do” List

From your draining tasks above:

Task	Hours/Week	Delegate to?

**Next step:** Choose one to delegate in the next 7 days.

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## 3. Clarify Delegation Levels

Use Shannon’s 4 levels of delegation:

1. Research and report back
2. Recommend a solution
3. Take action, check back before finalizing
4. Just handle it

### Recent delegations:

List 3 tasks and note the intended level.

Task	Level (1–4)	Was it clear? (Y/N)

**Adjust:** Where could you be more specific next time?

## 4. Close Open Files

It's not about extroversion—it's about genuine interest in others.

### Add one question to your interview process:

List all the “open files” in your head—projects, follow-ups, delegated tasks still pending.

Open File	Waiting On	Next Check-In

### Create your system:

What will you use?

- ☐ Weekly check-in email
- ☐ Shared “pending” list
- ☐ Team huddles

## 5. Step Into Your Visionary Role

You're most valuable when you focus on high-leverage strategy.

- Top 2 things only you can do for the business:
  - 
  -
- What's holding you back?
 

☐ Guilt
 ☐ Habit
 ☐ Lack of systems
 ☐ Control

### Challenge the block:

Write a new belief: “The more I focus on \_\_\_\_\_, the more my business can grow.”

***“The more freed up and leveraged you are to do that, the better it is for everyone involved.”***

**For more information and resources, scan the following QR codes:**

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