DELEGATION PRIORITY GUIDE
Reclaim Your Time. Elevate Your Leadership. Scale Without the Bottleneck.

"If you really want to grow as an entrepreneur, you've got to learn to delegate."
— Richard Branson

Purpose:
If you're still doing everything yourself, you're not scaling—you're stalling. Delegation isn't about laziness. It's about leadership.
This tool helps you identify which tasks to keep, delegate, or eliminate—so you can lead at the level your business needs.

Step 1: Spot the Bottleneck
Ask yourself:

- Do I dread this task or delay it often?
- Is this task $10/hour work… or $100/hour decision-making?
- Could someone else do this 80% as well, with the right training?
- If I disappeared for 30 days, would this break the business?

If the answer is yes to any of the above—it's a delegation candidate.

Step 2: Task Sorting Table

Task Description	Frequency	Skills	Impact	Delegation Status
Example: Follow-up texts	*Daily*	(Low) | Med | High	(Low) | Med | High	*Delegate to VA*
		Low | Med | High	Low | Med | High	
		Low | Med | High	Low | Med | High	
		Low | Med | High	Low | Med | High	
		Low | Med | High	Low | Med | High	
		Low | Med | High	Low | Med | High	
		Low | Med | High	Low | Med | High	
		Low | Med | High	Low | Med | High	

Step 3: The Delegation Filter
Use this to make fast decisions:

Questions	If YES ->
Do I do this task more than 2x/week?	Create a process
Can someone else do this 80% as well as me?	Delegate or train
Is this outside my "zone of genius"?	Let it go
Is it urgent but not important?	Automate or delete
Would this grow faster in someone else's hands?	Empower them

Step 4: Delegation Action Plan

Category	Next Step
Recurring Tasks	Batch, template, or assign to a VA
Admin/Back Office	Train + hand off with SOPs
Lead Follow-Up	Use scripts + tools for automation
Sales Calls	Create Lead-to-Contract Workflows
Project Work	Assign outcomes—not just tasks

"Deciding what not to do is as important as deciding what to do."
— Steve Jobs

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