

Delegation Conversation Script + Handover Notes

A simple way to delegate without confusion, resentment, or rework.

The 7-minute delegation script

- 1) Context: “Here’s why this matters...”
- 2) Outcome: “What ‘done’ looks like is...”
- 3) Authority: “You can decide within these limits...”
- 4) Resources: “Here’s what you’ll need / who can help...”
- 5) Timeline: “Due date is... milestones are...”
- 6) Check-ins: “We’ll touch base on... (day/time)”
- 7) Confirm: “Can you repeat back what you’re doing and by when?”

Handover notes (template)

Task / outcome	Current process (steps)	Key contacts	Tools/files/ links	Common issues + fixes	Success measure