

Owner Step-Back + Delegation Toolkit — Read Me First

Reduce owner overload, improve delegation, and free time without losing control.

Most owners don't need more hours — they need better focus. This toolkit helps you audit where your time goes, decide what to stop doing, and delegate properly with clear decision rights and a simple tracking rhythm.

Outcome (what you'll have completed)

- A 2-week owner time audit (what you actually do).
- A Stop-Doing list (tasks to remove, automate, or delegate).
- A Delegation plan with owners, handover notes, and due dates.
- Decision rights (who decides what) so you don't become the bottleneck.
- A weekly owner rhythm (time blocks + check-ins) that protects focus time.
- A delegation tracker workbook (Excel) to keep it moving.

Recommended order

Step	Tool	Why it matters	Time
1	Owner Time Audit (2 weeks)	Shows where time is leaking and what's truly 'owner-only'.	10 mins/day
2	Stop-Doing + Delegation Plan	Turns insight into a practical plan.	60 mins
3	Decision Rights Matrix	Prevents constant interruptions and rework.	45 mins
4	Delegation Conversation Script	Makes delegation clear, fair, and accountable.	15 mins/task
5	Owner Weekly Rhythm + Time Blocks	Creates structure so delegation sticks.	30 mins/week
6	Delegation Tracker Workbook (Excel)	Tracks handovers, deadlines, and status.	30 mins setup

Two rules that change everything

- Delegate outcomes, not instructions: define ‘what good looks like’, then let them own it.
- Keep a single source of truth: use one tracker for delegated tasks, not 10 scattered lists.