

Stop-Doing List + Delegation Plan

A one-page plan to remove, automate, or delegate the right work.

Stop-Doing list (remove / automate / delegate)

Task	Current owner	Why it must change	Action (Stop/Auto/Delegate)	New owner	Due date

Delegation plan (for your top 10 handovers)

Task / outcome	New owner	Success measure (what 'done' looks like)	Authority level	Check-in rhythm

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Authority levels (pick one)

- Recommend: bring me options, I decide.
- Decide with limits: you decide within \$/time limits; inform me.
- Own it: you decide and execute; only escalate exceptions.