

FREE GUIDE

First Week Installation Plan

Your 7-day roadmap to install
delegation systems

Phased Installation Beats Overwhelm

THE PROBLEM

Most businesses try to install delegation systems all at once. They document every workflow, train the entire team, and implement every quality checkpoint in the first week. The result is overwhelm. Nothing gets finished. The systems sit half-built.

The Pattern

Businesses spend months trying to "get organised" without making real progress. The problem is not lack of tools or knowledge. It is trying to do too much at once.

THE SOLUTION

A phased installation plan. A simple 7-day roadmap that installs the most critical systems first, then builds from there.

One system per day. Build the habit. Create momentum. Get your delegation systems up and running in 7 days.

This guide gives you a First Week Installation Plan that gets your delegation systems operational in 7 days, not 7 months.

The 7-Day Installation Roadmap

Day 1

Map Workflows

2 hours

Choose top 3 high-friction workflows, map steps, identify decision points and approval owners

Day 2

Quality Checkpoints

2 hours

Identify top 3 checkpoints per workflow, define "done correctly", assign checkpoint owners

Day 3

Tool Hygiene

2 hours

Choose one tool to clean up, define naming convention, create folder structure, rename 10 files

Day 4

Handoff Formats

1.5 hours

Choose handoff template, customise for your business, train team on format

Day 5

Weekly Cadence

1.5 hours

Choose cadence days, set check-in times, define coverage, train team on cadence

Day 6

Rework Cost

1 hour

Estimate weekly rework hours, calculate hourly cost, identify leak score, apply suggested fixes

Day 7

First Delegation Sprint

2 hours

Choose one task, document using SOP, hand off using template, run quality checkpoint, review outcome

Installation Checklist + What Happens After Week 1

7-DAY CHECKLIST

- Day 1: Map top 3 workflows
- Day 2: Install quality checkpoints
- Day 3: Set up tool hygiene
- Day 4: Document handoff formats
- Day 5: Install weekly cadence
- Day 6: Calculate rework cost
- Day 7: Run first delegation sprint

AFTER WEEK 1, YOU SHOULD HAVE

- ✓ 3 workflow maps (documented and ready to delegate)
- ✓ Quality checkpoints installed (catching errors before rework)
- ✓ Tool hygiene standards (making information findable)
- ✓ Handoff templates (speeding up approvals)
- ✓ Weekly cadence (keeping execution aligned)
- ✓ Rework cost report (quantifying the problem)
- ✓ First delegated task completed (proof of concept)

COMMON INSTALLATION MISTAKES

Installing all systems at once

Follow the 7-day plan. One system per day. Build the habit.

Skipping days because "busy"

Block 1-2 hours per day for installation. No exceptions.

Not documenting what you install

Create a deliverable for each day. Make it tangible.

Installing without training team

Run a 10-minute walkthrough for each system.

Ready to Install Delegation Systems?

Unlock the Full System

Get the complete 30-Day Installation Sprint with Week 2-4 roadmaps, team training workflows, and continuous improvement loops.

[Unlock the playbooks library →](#)

Book a Strategy Call

I will review your specific workflows, identify your top 3 installation priorities, and show you exactly how I would install your delegation systems in 7 days.

[Book your 30-minute call →](#)

About Remotee

I help Australian businesses install delegation systems by building compliance-ready workflows, quality checkpoints, and handoff templates. I do not just place people. I build the systems, train the team, and give you ongoing support.

remotee.com.au