

PLAYBOOK

The Delegation Map Playbook

Install a safe delegation sequence in 60 minutes

Most Business Owners Delegate the Wrong Tasks First

THE PROBLEM

They hand off the easy stuff that does not save much time, or they delegate the high-risk work that comes back broken.

Either way, they end up doing more work, not less.

I have seen this pattern hundreds of times. A business owner hires someone to "take things off their plate," but six months later, they are still working 60-hour weeks.

WHY IT HAPPENS

They delegated tasks that created more problems than they solved. No triage system. No prioritisation. No risk assessment.

The result is broken quality, missed deadlines, and the business owner stepping back in to fix everything.

The solution is not to delegate everything. It is to delegate the right things in the right order.

The Delegation Map Scorecard

SCORE EACH TASK (1-5 ON EACH CRITERION)

- Time Impact: How much time does this task consume per week?
- Repeatability: Does this task follow the same steps every time?
- Risk Level: What happens if this task goes wrong?
- Documentation Readiness: Can you write down the steps in 15-30 minutes?

WHAT YOUR SCORE MEANS

16-20: Delegate Immediately

Safe, repeatable, time-consuming. Move these first.

11-15: Systemise First

Write a 30-minute SOP, then delegate.

6-10: Keep For Now

Too strategic or risky. Revisit in 3 months.

0-5: Never Delegate

Requires your unique expertise or judgement.

The Delegate-First Sequence

1

Delegate the Safe, High-Volume Work (Weeks 1-2)

Start with tasks that score 16-20 points. Data entry, scheduling, email triage, invoice processing. Repeatable, low-risk, time-consuming.

2

Systemise and Delegate Medium-Risk Work (Weeks 3-4)

Move to tasks that score 11-15 points. Client onboarding, quality checkpoints, standard communications. Write a 30-minute SOP first.

3

Delegate Strategic Support Work (Weeks 5-8)

Move to tasks that score 6-10 points. Research, content drafting, project coordination. Provide clear inputs, outputs, and decision rules.

4

Keep High-Judgement Work (Ongoing)

Do not delegate tasks that score 0-5 points. Client strategy, negotiations, final approvals, hiring decisions. These require your unique expertise.

Your 60-Minute Implementation Plan

NEXT STEPS

- 1** List your top 20 time-consuming tasks (the ones that eat your week)
- 2** Score each task using the Delegation Map Scorecard
- 3** Identify your top 5 "delegate first" tasks (score 16-20)
- 4** Document one task this week (15-30 minutes per SOP)

TIME BREAKDOWN

Total: 60 minutes

Step 1: List tasks (15 min)

Step 2: Score tasks (20 min)

Step 3: Identify top 5 (10 min)

Step 4: Document one (15 min)

Common Mistakes to Avoid

WHAT NOT TO DO

Delegating High-Risk Work Without Controls

Do not delegate client-facing work or financial decisions until you have installed approval checkpoints.

Delegating Undefined Work

If you cannot write down the steps in 30 minutes, you cannot delegate it yet. Document first, delegate second.

Delegating Everything at Once

Start with 1-2 tasks. Build confidence. Then scale. Do not delegate 10 tasks in week 1.

Delegating Without Training

Recording a 10-minute Loom walkthrough is not optional. Show the person how you do the task first.

Skipping the Scorecard

Do not delegate based on what you are sick of doing. Delegate based on what scores highest.

Role Scope Recommendations

Virtual Assistant (VA) Role

Best for: Administrative, scheduling, email, data entry

Delegate-first tasks: Scoring 16-20 points, low-risk, high-volume

Time saved: 10-15 hours/week

Operations Coordinator Role

Best for: Project tracking, client onboarding, quality checkpoints

Delegate-first tasks: Scoring 11-15 points, medium-risk, systemised

Time saved: 15-20 hours/week

Specialist Role (Bookkeeper, Marketing Coordinator, etc.)

Best for: Domain-specific work that requires training

Delegate-first tasks: Scoring 11-20 points, defined scope

Time saved: 20-30 hours/week

Ready to Build Your Delegation System?

Download the Delegation Map Templates

Get the complete Delegation Map Scorecard, task list template, and role scope builder.

[Download templates](#) →

Book a Strategy Call

I will review your workflows, score your top 20 tasks, and show you exactly which 5 tasks to delegate first.

[Check to see if you qualify](#) →

ABOUT REMOTEE

I help Australian businesses reclaim their time by building compliance-ready delegation systems. I do not just place people. I build the systems, train the team, and give you ongoing support.

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