

FREE GUIDE

# The Delegation Triage Guide

Identify what to delegate first  
without breaking quality

# Most Business Owners Delegate the Wrong Tasks First

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## 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 7-Question Task Triage Scorecard

## SCORE EACH TASK (+1 FOR YES, 0 FOR NO)

- Is this task repeatable? (Same steps every time)
- Is this task low-risk? (Mistakes would not cost clients or revenue)
- Is this task time-consuming? (Takes more than 30 minutes per instance)
- Is this task high-volume? (Happens more than 3 times per week)
- Can this task be documented? (You could write down the steps in 15 minutes)
- Does this task have clear inputs and outputs? (You know exactly what goes in and what should come out)
- Is this task non-strategic? (It does not require your unique expertise or relationships)

## WHAT YOUR SCORE MEANS

### **6-7: Delegate Immediately**

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

### **4-5: Systemise First**

Write a 30-minute SOP, then delegate.

### **2-3: Keep For Now**

Too strategic, risky, or undefined. Revisit in 3 months.

### **0-1: Never Delegate**

Requires your unique expertise or judgment.

# Your 5-Step Implementation Plan

## NEXT STEPS

- 1** List your top 10 time-consuming tasks (the ones that eat your week)
- 2** Score each task using the Triage Scorecard
- 3** Identify your top 3 "delegate first" tasks (score 6-7)
- 4** Document the process for each task (15-30 minutes per task)
- 5** Delegate one task this week (start small, build confidence)

## COMMON MISTAKES TO AVOID

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### Delegating high-risk work without controls

Install approval checkpoints before you delegate anything that touches clients or revenue.

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### Delegating undefined work

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

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### Delegating everything at once

Start with 1-2 tasks. Build confidence. Then scale.

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### Delegating without training

Record a 10-minute Loom walkthrough showing how you do the task.

# Ready to Build Your Delegation System?

## Unlock the Full Playbook

Get the complete Delegation Map Playbook with delegate-first sequence, risk flags and fixes, and role scope recommendations.

[Unlock the playbooks library →](#)

## Book a Strategy Call

I will review your specific workflows, identify your top 3 "delegate first" tasks, and show you exactly how I would build your systems.

[Check to see if you qualify →](#)

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### 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.

[remotee.com.au](https://remotee.com.au)