

WHAT SHOULD I DELEGATE?

A CEO worksheet for deciding what still requires you—and what simply still has you.

THE CEO PLATE CHECK

List the work you touched this week, then classify it by what actually requires your involvement.

ONLY I CAN DO

Leadership, decisions, relationships, strategy.

SOMEONE ELSE CAN DO

Execution that requires skill—but not necessarily you.

SHOULD BE A SYSTEM

Recurring work that should happen predictably.

SHOULD STOP HAPPENING

Low-value work that no longer deserves resources.

What am I doing because I am the CEO?

What am I doing because no one else owns it?

What am I doing because the process doesn't exist?

What am I doing simply because I've always done it?

YOUR DELEGATION SHORTLIST

Delegate this week:

Document first:

Automate / systemize:

Keep with me:

Stop doing:

CEO-ISH BEHAVIOR

Delegation isn't getting help with your work. It's deciding what your work actually is.

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It needs better operations.