



# Delegate & Elevate:

A Founder's Printable Guide for Letting Go



## Welcome, Visionary.

If you're here, it's because you're building something real — and that means your time, energy, and genius are precious currency. But let's be honest: visionaries tend to do *way too much* — and hold on too long.

That stops here.

The **Delegation Matrix** is a simple but powerful tool to help you:

- See where your time and energy are actually going
- Categorize what to keep doing yourself, what to delegate, and what to automate
- Take action *right now* with built-in prompts that do the hard thinking for you

This isn't just a productivity worksheet. It's a reset button for how you run your business — so you can reclaim your creative energy, design your days, and get back to doing what lights you up.

Let's clear the clutter, crown your zone of genius, and build your out-of-office empire.

## Your Delegation Matrix

Before we dive into the matrix, take a moment to **brain-dump all the tasks** that occupy your time, both big and small. Don't hold back — get everything out of your head and onto paper (or your favorite digital note-taking app).

Now, let's categorize those tasks into the four zones of the Delegation Matrix:

ZONE	DESCRIPTION	ACTION
<b>Enjoy &amp; Great At</b>	These tasks energize you, and you excel at them. This is your zone of genius!	<b>Focus &amp; Flourish</b>
<b>Only I Can Do</b>	These tasks require your unique expertise, vision, or access.	<b>Block Schedule</b>
<b>Don't Like &amp; Not Good At</b>	These tasks drain your energy and you don't enjoy doing them.	<b>Delegate or Automate</b>
<b>Enjoy But Not Great At</b>	You enjoy these tasks, but they don't leverage your strengths.	<b>Delegate or Train</b>

# Ultimate Task Brain Dump

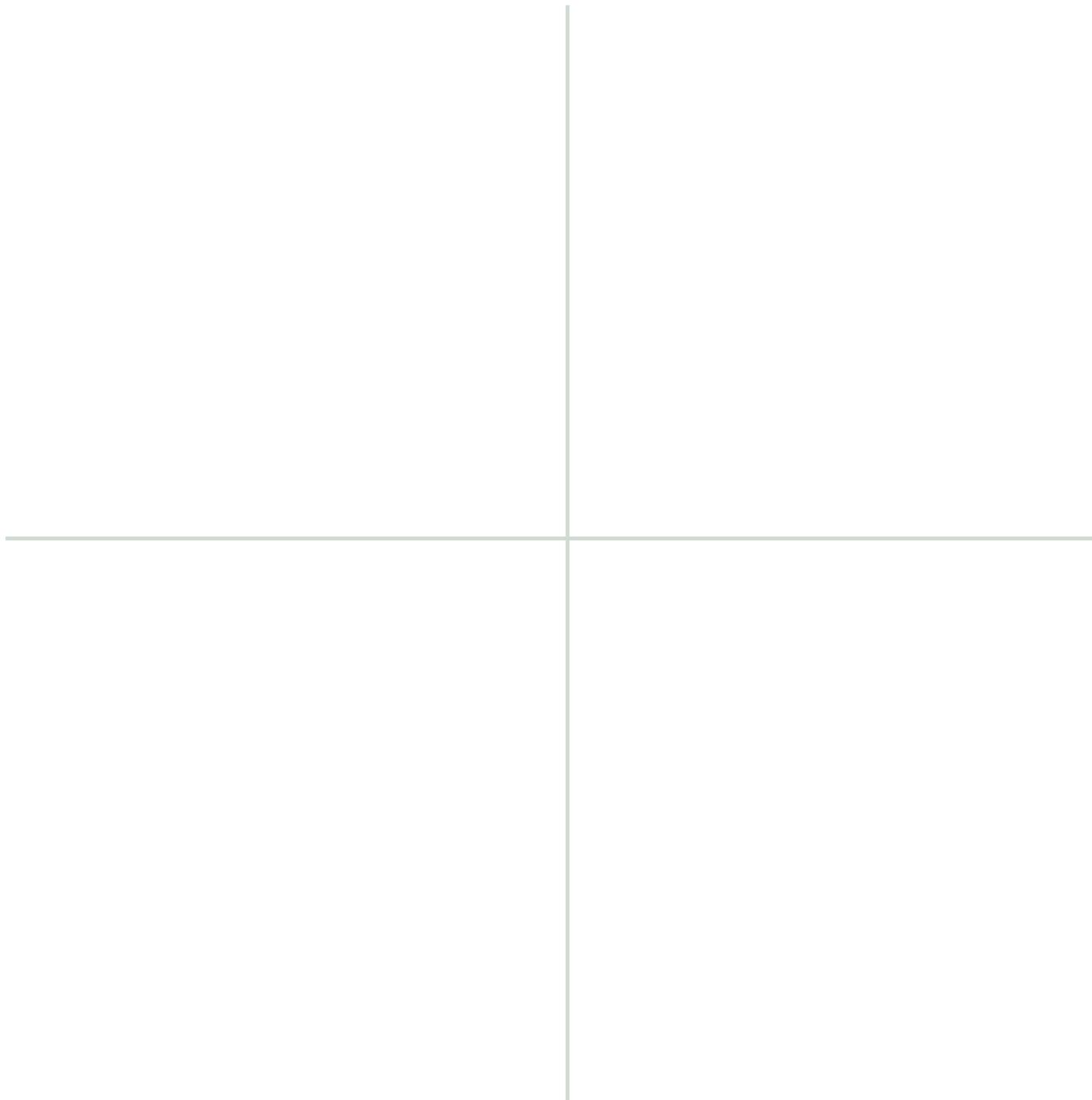
# Delegation Matrix

## Quadrant 1: Enjoy and Great At

Where the magic happens for you. These tasks don't just move the business forward. You enjoy them and you are good at them. Mindfully set aside time to focus on these areas.

## Quadrant 2: Only I Can Do

High-impact, high-intuition tasks that require your voice, vision, access, or genius. These tasks must be done by you and can't be handed off. Ensure you work them into your schedule.



## Quadrant 3: Don't Like & Not Good At

"These tasks, while they seem necessary for the business, feel energy-draining and even unpleasant to you. Delegate them or consider excluding them from your operation.

## Quadrant 4: Love But Not Great At

Tasks you enjoy but aren't great at, and end up being time-consuming. Either invest in honing the skill, automate, or hire an expert to do it better.

# From Matrix to Action: Plug & Play Prompts to Delegate or Automate

Ready to put your delegation matrix to work? Here are some simple prompts to get you started. Customize each prompt to your specific situation:

## **Enjoy & Great At**

*These are your sweet spot — your zone of genius. Let's optimize them, not overextend you.*

### **Prompts:**

- "Give me a system to batch [task] in 2 hours a week using [tools I already use]."
- "How can I turn [task] into a signature framework I can use in offers or content?"
- "Help me write a simple SOP so someone else can *support* me on this without taking it over."
- "Design a weekly schedule that protects time for me to do [this task] without burnout."

## **Only I Can Do**

*Your high-level, founder-only work. Protect it. Elevate it. Make it sacred.*

### **Prompts:**

- "Create a 'CEO Day' agenda for me to review strategy, make decisions, and hold vision."
- "Help me delegate all the prep work that leads up to [task] so I can focus on delivering it."
- "Turn this recurring task into a checklist so I can stay consistent and aligned."
- "What's a simple ritual I can use to stay in my creative flow while doing [this task]?"

## **Don't Like & Not Good At**

*These go. Delegate, delete, automate. No more guilt. No more busywork.*

### **Prompts:**

- "Write a contractor job description for someone to take over [task] using [specific tools]."
- "Give me the top 3 tools that can automate [task] without me needing to learn a new platform outside of [tools I already use]."
- "Find a 3-step process to remove [task] from my plate using AI or outsourcing."
- "Write a quick SOP to hand this off to a VA or freelancer with minimal input from me."

## **Enjoy, But Not Great At**

*You enjoy it — but it slows you down. Here's how to keep the spark without losing time.*

**Prompts:**

- “Design a streamlined workflow to do [task] in 30 minutes or less each week.”
- “Give me a tutorial-style AI prompt that creates [output] for me using [tool I use].”
- “What’s a lightweight way to collaborate with someone who’s great at [this task] without micromanaging?”
- “Create a daily minimal-effort exercise to improve my skills at [task] while completing the task.”