



KITELINE TASK DELEGATION FRAMEWORK

Get tasks off your plate - without confusion or micromanagement

Step 1: Identify What to Delegate

Check all that apply:

- ☐ This task doesn't require *me personally*
- ☐ It's repeatable or recurring
- ☐ It's time-consuming but low-value
- ☐ Someone else could do this 80% as well

Task(s) to delegate:

Step 2: Define the Outcome

What does "done" look like?

Due Date: _____

Location (folder/platform): _____

Key notes/context:

Step 3: Assign it Clearly

Assigned to: _____

- ☐ They have all the needed access/logins
- ☐ I created or recorded an SOP
- ☐ I explained the "why" and expectations

Link to SOP/video (optional): _____

Step 4: Set a follow-up rhythm

- ☐ Add to project management software (ClickUp, Trello, etc.)
- ☐ Set a reminder or recurring review
- ☐ Include in weekly check-in

When will I check for completion or updates?

Notes & Reminders

- ✓ Delegate *outcomes*, not just actions
- ✓ Use Loom or written SOPs to train once
- ✓ Build visibility so nothing falls through