

Founder Delegation Checklist

Get yourself out of the room without the company slowing down.

- ☐ Every task only you can do is listed, and the list is shorter than you think.
- ☐ Each recurring task you own has a documented process behind it.
- ☐ A named successor exists for every critical decision you currently make.
- ☐ You've said no to at least one urgent request that wasn't actually important.
- ☐ Decisions are pushed to the lowest capable level, not escalated by default.
- ☐ Your calendar has protected time for strategic work, not just firefighting.
- ☐ The team can operate for one full week without you and hit its numbers.
- ☐ You review outcomes, not activity, when checking in on delegated work.
- ☐ New hires are onboarded with SOPs, not by shadowing you personally.
- ☐ You've deliberately let something be done 80% as well as you'd do it, to free up time.

Want us to run this with you?

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