



T H E D E L E G A T I O N R O A D M A P

Stop Doing Everything Yourself
(Without Losing Control)

**A step-by-step guide
to hand off with confidence**

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The Problem

I'll just do it myself — it's faster.

Sound familiar? That thought is costing you 10-20 hours a week.

Delegation isn't about giving up control. It's about getting your TIME back so you can use it on what actually matters.

The Delegation Decision Matrix

Do you LOVE it? YES Best person? YES	KEEP IT
Do you LOVE it? YES Best person? NO	DELEGATE WITH TRAINING
Do you LOVE it? NO Best person? YES	DELEGATE OR AUTOMATE
Do you LOVE it? NO Best person? NO	DELEGATE IMMEDIATELY

YOUR TURN: LIST YOUR 10 RECURRING TASKS

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

7. _____ 8. _____ 9. _____

10. _____

The LOOM Method for Handoffs

- LOOM record yourself doing the task
- Have THEM write the SOP from the video
- They do it while you watch
- They do it alone, you review
- They own it completely

Common Delegation Mistakes

- Hovering — Let them make mistakes and learn
- Taking it back at first sign of trouble

- Not providing enough context (the WHY)
- Delegating without documentation
- Expecting perfection immediately

DELEGATE 3 TASKS THIS MONTH

Task to delegate:

Who will own it:

When to hand off by:

What success looks like:

The 30-Day Delegation Timeline

Week 1: DOCUMENT

Record yourself, create SOPs

Week 2: TRAIN

Walk through the process together

Week 3: SUPERVISED

They do it, you review

Week 4: OWNERSHIP

They own it completely

Your Next Steps

TAKE THE DIAGNOSTIC

5 minutes to discover your primary zone and get personalized insights. Free.

[TAKE THE FREE DIAGNOSTIC →](#)

BOOK A STRATEGY SESSION

90 minutes to get crystal clear on your zone, your roadmap, and your next 90 days.

[BOOK YOUR SESSION →](#)



Hi, I'm Lauren!

Three years ago, my daughter asked her dad 'why is mom always working?' — and I was standing right there. That moment changed everything. Today I close my laptop at 4 PM every day, never miss Friday pickleball with my daughter, and help other CEO parents do the same. You can have profit AND presence. I'm proof.

profitandpresence.com

[@scalewithlauren](https://www.instagram.com/scalewithlauren)

[YouTube: @ProfitandPresenceCo](https://www.youtube.com/@ProfitandPresenceCo)

You can't skip zones. But you CAN move through them faster with the right support.