

Delegation Readiness

Checklist

You're great at what you do, but trying to do everything is draining your time, energy, and momentum. This simple checklist will help you see what you can hand off so you can lead with clarity, create with purpose, and grow your business with confidence. Let's take the next best step together.

ADMIN & SCHEDULING

- ☐ Inbox clean-up and email filtering
- ☐ Calendar management and appointment setting
- ☐ Travel research and booking
- ☐ Client onboarding and form creation

MARKETING & CONTENT

- ☐ Posting to social media
- ☐ Creating Canva graphics
- ☐ Scheduling email newsletters
- ☐ Uploading blog posts or podcast show notes

SYSTEMS & TECH

- ☐ Setting up automations (email sequences, forms)
- ☐ Managing digital files and folder organization
- ☐ Tracking KPIs or metrics in spreadsheets

COMMUNICATION & SUPPORT

- ☐ Responding to FAQs in email or DMs
- ☐ Following up with leads
- ☐ Confirming appointments or sending reminders

How many of these are you still doing yourself?

0-4: You're managing okay, but there's room to breathe.

5-9: Time to offload a few tasks and protect your momentum.

10+: You're doing too much. Let's fix that.

Ready to reclaim your time and grow with clarity?

 Schedule your free Discovery Call at www.mineyobiz.com/discovery

Let's explore how MINE Your Business can help you
get more done without burning out.