



What Should You Actually Hand Off?

Delegation isn't about doing less. It's about protecting the work that actually needs you.

If your day is full but the important work keeps getting pushed to tomorrow, the problem may not be effort. You may simply be carrying work that somebody else could own.

KEEP

Needs your judgment, relationship or license.

HAND OFF

Repeatable work someone else can own.

AUTOMATE / TEMPLATE

Work that shouldn't be rebuilt every time.

START WITH THE WORK, NOT THE PERSON Before deciding who should help, circle the work that keeps stealing your time.

DATABASE & CRM

☐ Adding/updating contacts ☐ Cleaning duplicate or incomplete records ☐ Tagging/organizing contacts ☐ Entering notes or routine status updates

LISTING & MARKETING SUPPORT

☐ Preparing repeatable listing/open-house materials ☐ Organizing property photos, links and assets ☐ Posting approved content/materials ☐ Keeping recurring marketing tasks on schedule

FOLLOW-UP ADMINISTRATION

☐ Preparing follow-up lists ☐ Sending approved reminders/invitations ☐ Tracking responses and RSVPs ☐ Flagging people who need your personal attention

EVENTS & RELATIONSHIP SUPPORT

☐ Invitation lists and event setup ☐ RSVP tracking ☐ Birthday/anniversary reminders ☐ Preparing cards, gifts or client-touch lists

RYNO'S PORCH RULE OF THUMB: If the task can be explained, repeated and checked, it may be a candidate to hand off. If it depends on your relationship, judgment or a conversation only you should have, keep it.



What Should You Actually Hand Off?

Build the handoff before you hand over the work.

THE HANDOFF TEST Pick one task you checked on page 1 and run it through this before delegating it.

1. WHAT TRIGGERS IT? What event tells someone this task needs to happen?

2. WHAT DOES 'DONE' LOOK LIKE? Describe the finished result - not just the activity.

3. WHAT DO THEY NEED? Access, template, contact list, photos, instructions, deadline, approval?

4. WHERE DOES IT GET TRACKED? CRM, calendar, task system, shared list - somewhere you can see it.

5. WHEN DOES IT COME BACK TO YOU? Define the point where your judgment, approval or personal follow-up is needed.

YOUR FIRST HANDOFF

Task:

Owner:

Frequency / trigger:

How I'll know it's done:

DON'T DELEGATE CHAOS. If you can't explain the task clearly, handing it to somebody else usually just creates a second confused person. Build the simple system first. Then hand it off.

One good handoff is better than dumping twenty random tasks on somebody and hoping they figure out your business.