

Role Release Tracker

Purpose: Replace rescue with real delegation.

Use when: Work boomerangs back to you; you're rewriting others' tasks.

Time: 15–20 minutes to set up; 10-minute midpoint check.

Pick one recurring task to transfer

Task: _____

Current Owner: _____

New Owner: _____

Start:

Due:

Guardrails

Define "done right" in 3 bullets

Purpose:

Quality bar:

Constraints (brand, budget, compliance, etc.):

SOP (5 lines max)

Step 1

Step 2

Step 3

Step 4

Step 5

Gate

Midpoint

Mid-check date/time: _____

Questions:

- What's complete?
- What's stuck?
- What decision do you need from me?

Handoff Review

Result quality: ☐ Met bar ☐ Came Close ☐ Missed

Feedback given (1-2 specifics): _____

Next iteration change (process or guardrail): _____
