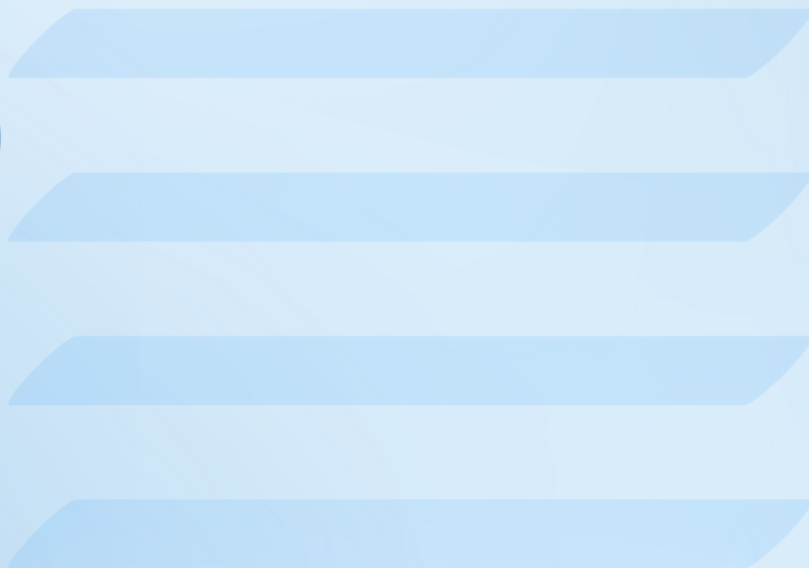


ABCDE DELEGATION CHECKLIST FOR ENTREPRENEURS



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Entrepreneur's ABCDE Delegation Checklist

(Objective: Identify what you must do vs. what you can delegate)

A – Absolutely Must Do (My Core Work)

- ☐ Strategic planning
- ☐ Meeting investors/clients personally
- ☐ Innovation & new ideas
- ☐ Building culture and leadership
- ☐

B – Better If I Do (High Value but Could Share)

- ☐ Reviewing financials (but summaries can be prepared by team)
- ☐ Approving key decisions (team can prepare options)
- ☐ Overseeing major projects
- ☐

C – Can Be Done by Others (Routine Work)

- ☐ Scheduling meetings
- ☐ Routine reports
- ☐ Vendor coordination
- ☐ Routine customer service queries
- ☐

D – Delegate Fully (Give It Away)

- ☐ Travel booking
- ☐ Data entry
- ☐ Payment follow-ups
- ☐ Drafting routine emails/letters
- ☐

E – Eliminate (Stop Doing Altogether)

- ☐ Re-checking work already approved
- ☐ Attending every small meeting
- ☐ Handling things others are accountable for
- ☐

Action Plan

- ✓ List all your tasks under A–E
- ✓ Delegate/Automate wherever possible
- ✓ Block calendar time only for A & B tasks
- ✓ Free up time for Strategic Thinking & Action Planning