

The Mompreneur Delegation Audit

For each task, select the score that best describes whether it truly requires you.

Score Guide

- | | |
|---|--|
| 5 = Only I can do this | 2 = Someone else could do this with training |
| 4 = I should lead this | 1 = Someone else should do this |
| 3 = I can help, but someone else could help too | |

Business Tasks

Task	Score				
	1	2	3	4	5
Answering customer emails					
Managing social media					
Creating social media graphics					
Writing content					
Editing content					
Scheduling content					
Bookkeeping					
Paying invoices					
Scheduling meetings					
Calendar management					
Research					
Order fulfillment					
Customer follow-up					
Team management					
Strategic planning					
Product development					
Podcast recording					
Podcast editing					

Home Tasks

Task	Score				
	1	2	3	4	5
Grocery shopping					
Meal planning					
Cooking					
Laundry					
Cleaning					
Organizing					
Household paperwork					
Paying household bills					
Booking appointments					
Running errands					
Yard work					
Home maintenance					

Family Tasks

Task	Score				
	1	2	3	4	5
Childcare					
Bedtime routines					
School communications					
Scheduling children's activities					
Transportation					
Packing lunches					
Buying clothing					
Planning family activities					
Managing family calendars					
Medical appointments					

My Additional Tasks

Add up to 5 more tasks and score them:

Task	Score				
	1	2	3	4	5
<input type="text"/>					
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<input type="text"/>					
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Delegation Opportunities

Circle every task scored 1 or 2. These tasks matter — but they may not require you specifically.

Choose ONE task to delegate this month:

Task

Who could help?

When will I hand this off?

Remember

A task can be important and still not require you.

Ask yourself:

“Does this task require me, or does it simply require someone?”

Notes / Next Steps