



What to Delegate First

Without Breaking Your Business

Most founders don't struggle with **what** to delegate. They struggle with **where to start**. This is where to begin.



The Real Problem

Feels Too Important

Everything seems too critical to hand off to someone else

Faster to Do It

Explaining feels slower than just handling it yourself

No Starting Point

No one ever showed you how or where to actually begin

So everything stays with you. Not because it should — but because no one showed you how to start.

Start small. Think repeat.

Most founders think delegation starts with big decisions.

It doesn't.

It starts by **removing small, recurring tasks** that quietly interrupt your day — over and over again — and drain your most valuable resource: attention.



CATEGORY 1

Inbox & Communication

This is almost always the first place to start — where decisions pile up and attention gets pulled constantly.

→ **Sort & prioritize**

Triage your inbox so only what matters reaches you

→ **Draft routine replies**

Standard responses handled without your time

→ **Filter & follow up**

Low-priority emails handled; conversations tracked

☐ You keep full visibility. You just don't manage every thread.

Calendar & Scheduling



Hand off first

- Scheduling and rescheduling meetings
- Coordinating across multiple people
- Confirmations and reminders

Then expand to

- Blocking deep focus time
- Restructuring around your priorities

❏ You don't lose control of your calendar. You finally get control of your time.

CATEGORY 3

Follow-Ups & Task Tracking

This is the **hidden weight** most founders carry — the open loops living rent-free in your head.

Track Open Loops

Nothing slips through the cracks

Follow Up for You

With team members, vendors, and clients

Keep Projects Moving

Momentum maintained without your involvement

This is where things stop living in your head.

CATEGORY 4

Admin & Financial Tasks

What to hand off

- Expense tracking
- Invoice follow-ups
- Subscription management
- Bookkeeper coordination

The mindset shift

Low-leverage doesn't mean unimportant.

It just means it **shouldn't be yours.**



CATEGORY 5

Research & Preparation



Vendor Research

Get shortlists and comparisons — not raw search results



Meeting Prep

Walk in briefed, not scrambling to catch up



Clear Options

Information summarized so you review decisions, not data

What *Not* to Delegate First

Avoid starting with

- High-stakes decisions
- Revenue-driving conversations
- Anything with no existing process

Start with

- Things that are repeatable
- Things that already happen daily
- Things that don't require your judgment

What This Actually Does



Stop being the default

You're no longer the answer to every question



Stop context-switching

Your focus stays intact across the day

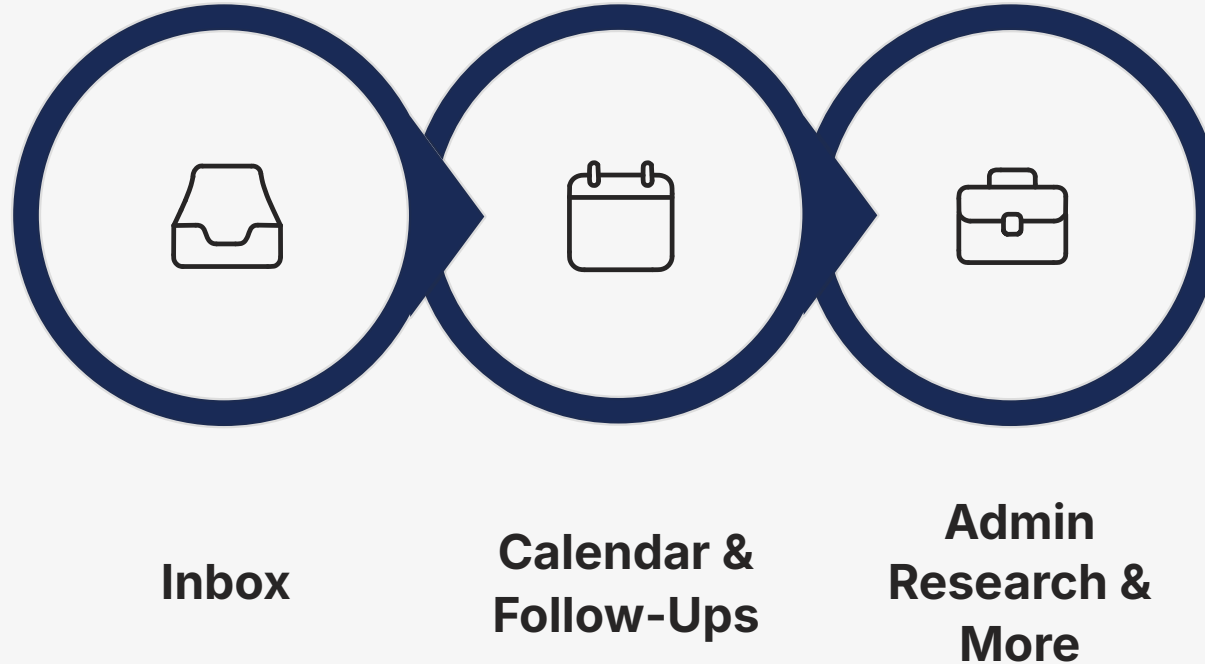


Start operating with space

Room to think, lead, and grow — finally



How This Usually Builds



Most founders don't hand everything off at once. It starts small, expands naturally, and gets lighter at every step — not heavier.

How We Support This

At The Anchor Assistant, we don't just take tasks off your plate.

Decide Together

You don't have to figure this out alone

Build Structure

We put the right processes in place around it

Team Support

Backed by a team — not just one person — so nothing falls apart



You Don't Need to Delegate Everything.

Just the part that's slowing you down.

That's where we start.

