

# Page Task Delegation Sheet

**Task Name:**

**Owner (who is responsible):**

**Backup person (if owner is away):**

## 1. Purpose

Why this task matters to the business (1–2 sentences).

## 2. When It Must Be Done

- Frequency (daily/weekly/on event)
- Specific time or trigger (e.g., “By 5pm every weekday”)

## 3. Step-by-Step

- 1.
- 2.
- 3.

## 4. Quality Checklist

Before you say “done,” check:

- []
- []
- []

## **5. What to Do If There's a Problem**

- If \_\_\_\_\_ happens → Do \_\_\_\_\_

- If you're not sure → Ask \_\_\_\_\_

## **6. How We Track It**

- Tool or place where it's recorded (notebook, app, spreadsheet)

- What gets logged each time