



ACE BLUEPRINT

THE ACE BLUEPRINT

THE DELEGATION QUICK-START MAP

You're doing everything because you don't trust anyone else.

This map fixes that in 30 days.

theaceblueprint.com

Turn Chaos Into Execution. Lead Like a CEO.



THE 4-QUADRANT FRAMEWORK

Every task you do falls into one of four quadrants. The goal is simple: spend 80% of your time in Q4 (Concentrate) and move everything else out of your hands.

Q1: ELIMINATE

Tasks that don't need to happen at all. Kill them.

These are the tasks you do out of habit, tradition, or guilt. Reports nobody reads. Meetings that produce nothing. Processes that exist because 'we have always done it this way.' Be ruthless. If it doesn't generate revenue, protect operations, or serve clients -- eliminate it.

Q2: AUTOMATE

Tasks that can be handled by software or AI. Set up and forget.

Invoicing, scheduling, reporting, data entry, social media posting, email sequences, follow-up reminders. If a computer can do it, a computer should do it. The ROI on automation is infinite because the ongoing cost is nearly zero.

Q3: DELEGATE

Tasks that someone else can do (even if not as well as you). Train and transfer.

This is the hardest quadrant for most founders. Client communication, project management, quality checks, hiring screening, financial bookkeeping. Yes, someone else can do these. No, they won't do them exactly like you. That is the point.

Q4: CONCENTRATE

The 20% of tasks only you should do. Protect this time.

Strategic planning, key client relationships, vision and culture setting, high-stakes negotiations, team leadership. These are the tasks where your unique skills and position create the most value. Every hour spent here compounds.



THE 30-DAY DELEGATION PLAN

Delegation is not an event -- it is a process. This 4-week plan takes you from doing everything to owning only what matters.

Week 1: Audit & Document

List every task you do in a week. Time each one. Categorize into the 4 quadrants.

- > Track every task for 5 full business days
- > Record the time spent on each task
- > Categorize each task: Eliminate, Automate, Delegate, or Concentrate
- > Calculate what percentage of your time is in each quadrant

Week 2: Hire & Onboard

Identify who handles delegated tasks (existing team or new hire). Create simple SOPs for top 5 tasks.

- > Assign each Q3 task to a specific person (existing team member or new hire)
- > Write a simple SOP for the top 5 highest-impact delegated tasks
- > Record a video walkthrough of each process (Loom or similar)
- > Set clear expectations: what done looks like, deadline, and quality standard

Week 3: Delegate & Refine

Transfer ownership. Check in daily for the first week. Adjust SOPs based on questions.

- > Formally hand off each task with a brief kickoff conversation
- > Check in daily for the first 5 days -- brief, supportive, not micromanaging
- > Document every question that comes up -- these are SOP gaps
- > Update SOPs based on real-world feedback

Week 4: Scale & Systematize

Add 5 more tasks. Build delegation into your weekly rhythm. Review what is working.

- > Identify 5 more tasks to delegate from your audit list
- > Repeat the SOP creation and handoff process
- > Add a weekly delegation review to your Friday meeting



5-STEP DELEGATION PROTOCOL

Use this protocol every time you delegate a new task. It takes 30 minutes upfront and saves hundreds of hours over time.

STEP 1: Select the Task

Choose a task from your Q3 list. Start with tasks that are repeatable, time-consuming, and do not require your unique expertise. The best first delegation is one that frees up at least 3 hours per week.

STEP 2: Document the Process

Create both a written SOP and a video walkthrough. The written version is the reference. The video shows the nuance. Include: trigger (what starts the task), steps, tools used, quality standard, and common mistakes.

STEP 3: Assign an Owner

One person owns the task. Not 'the team.' Not 'whoever is available.' One name. They are responsible for the outcome, not just the activity. Make sure they accept the ownership explicitly.

STEP 4: Set a Check-In Schedule

Daily check-ins for the first week. Then weekly for the next 3 weeks. Then as-needed. The goal is to reduce your involvement over time, not to disappear immediately.

STEP 5: Review & Refine After 2 Weeks

After 2 weeks, sit down with the owner. Review what is working, what is not, and what needs to change. Update the SOP. Adjust the quality standard if needed. Then let them run.



TROUBLESHOOTING GUIDE

Every founder hits the same walls when learning to delegate. Here are the 5 most common problems and how to fix them.

1. "They don't do it as well as me"

That's the point. 80% done by someone else is better than 100% done by you. Your job is not to do everything perfectly -- it is to build a business that operates without you. If someone can do a task at 80% of your quality, delegate it and move on. Your time is worth more in Q4 activities.

2. "It takes longer to explain than to do it"

Only the first time. You are investing in freedom. Yes, the first handoff takes longer than doing it yourself. But you are not doing it once -- you are doing it every week, forever. Spend 30 minutes documenting it now and save 3+ hours per week for the rest of time.

3. "They keep coming back with questions"

Your SOP needs work, not your team. If someone keeps asking questions, the documentation is incomplete. Every question is a gap in your process. Add the answer to the SOP and the question stops. This is a systems problem, not a people problem.

4. "Quality dropped"

Install a review checkpoint, not a takeback. When quality drops, the temptation is to take the task back. Instead, add a quality review step. Have them complete the task, then you review it before it goes out. Over time, reduce reviews as quality improves. Taking it back teaches them nothing.

5. "I hired the wrong person"

Fix the hiring process, not the delegation process. If you consistently hire people who cannot execute, the problem is your hiring system -- not delegation itself. Install a proper hiring scorecard, define the role clearly, and test for the specific skills the role requires.



THE SCALING PATH

Delegation is not a one-time event. It is a progression. As your business grows, the type of delegation evolves. Here is the typical path from solopreneur to CEO.

PHASE 1: First VA / Admin Hire

Delegate: email management, scheduling, data entry, basic client communication, invoicing. Impact: reclaim 10-15 hours per week. Investment: \$1K-\$3K/month. This is the hire that proves delegation works. Start here.

PHASE 2: Specialist Hire

Delegate: marketing execution, bookkeeping, project management, technical work. Impact: reclaim 15-20 hours per week. Investment: \$3K-\$8K/month. Now you are building a real team, not just getting help.

PHASE 3: Manager Hire

Delegate: team oversight, client management, operations management, quality control. Impact: remove yourself from daily operations entirely. Investment: \$5K-\$12K/month. This is the hire that changes your role from operator to executive.

PHASE 4: COO / Leadership Hire

Delegate: strategic execution, team building, process optimization, performance management. Impact: you work ON the business, not IN it. Investment: \$8K-\$20K/month. This hire only works if Phases 1-3 are in place. Do not skip ahead.

"The goal is not to delegate everything. The goal is to delegate everything that is not your highest and best use."

Stop Doing Everything. Start Building a Business That Runs Without You.

Take the next step toward building a business that runs without you. Apply for your complimentary Strategy Audit today.

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12 operators per quarter. Intentionally.

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