

Effective Delegation: To People and to AI

February 24, 2026 | Career + Leadership

Sort tasks into keep, delegate, or offload to AI, then build clear handoffs and accountability.

February 24, 2026

With Cheryl Thompson

Who it is for

Leaders managing team workload and delegation

Inside this playbook

12 copyable prompts and practice blocks.

[Open the online playbook](#)

The recorded session

Watch the Learning Lab.

Follow the session, then use the playbook with your own work.

[Watch replay on Vimeo](#) ^[1]

What to take into your work

1. Sort your work into keep, delegate, and offload to AI.
2. Define the outcome and authority in a delegation brief.
3. Follow progress through agreed milestones and escalation points.

Use the learning

Your playbook

Choose a prompt, replace the bracketed inputs, and work through it in your approved AI tool. Review the result and adapt it to your situation.

This playbook accompanies the February 24, 2026 session. Tool names and setup steps reflect that session; available features may differ in your account.

Welcome to Your AI Toolkit

You don't need to do everything yourself to keep things done right. You need a system for deciding what stays with you, what goes to your team, and what AI can handle — so you lead instead of bottleneck. This playbook gives you three AI prompts that turn an overwhelming task list into a clear delegation plan, messy handoffs into structured delegation briefs, and constant check-ins into a lightweight accountability system.

- You don't need to use everything at once. Start with the one prompt that solves your most immediate problem.
- These prompts work across platforms: Copilot, ChatGPT, Gemini, Claude, or your company's internal AI tool.
- Each prompt includes a main version (for licensed tools with full context windows) and an alternate version (for free Copilot or tools with limited input).

How to Use This Playbook

- **Start with Prompt #1.** Paste your real task list and let AI sort it into keep, delegate, or offload to AI.
- **Pick one task to delegate this week.** Use Prompt #2 to write a clear delegation brief so it comes back right the first time.
- **Set up your check-in system.** Use Prompt #3 to build accountability without micromanaging.
- **Give AI context before asking for help.** The more specific you are about your role, team, and constraints, the more useful the output.
- **Review and refine.** AI output is a first draft, not a final answer. You know your team and your business better than any tool.

The Delegation Decision Framework

Not everything should be delegated. Not everything should stay with you. Here's how to decide:

Decision	Criteria	Examples
KEEP	Requires your judgment, relationships, or authority. High stakes. Cannot be undone easily.	Performance conversations, strategic decisions, executive presentations, sensitive negotiations

Decision	Criteria	Examples
DELEGATE to a Person	Someone on your team can do this (or learn to). Builds their capability. Requires human judgment but not yours specifically.	Running a meeting, drafting a report, managing a vendor relationship, onboarding a new hire
OFFLOAD to AI	Repetitive, structured, or draft-quality work. No human relationship required. Can be reviewed before use.	First-draft emails, meeting agendas, status summaries, data formatting, SOP drafts, brainstorming

Key Insight: The bottleneck is rarely that your team can't handle the work. It's that the work was never clearly handed off. **The Truth Most Leaders Miss:** Delegation isn't about trust. It's about clarity. When delegation fails, the brief failed — not the person. **Delegation Tips:**

- Delegate the outcome, not just the task
- Define "done" before you hand it off
- Give authority with the assignment, not just responsibility
- Check in at milestones, not constantly

The AI Efficiency Ladder

Know where you are. Know where you're going.

Level	What It Looks Like	Time / Task
1. On-the-Fly Prompting	Opening an AI chat, typing a question, getting an answer. Starting from scratch every time.	5–10 minutes, inconsistent
2. Repeatable Prompts	Saved templates you fill in. Same quality every time because same structure.	2–3 minutes, consistent
3. Custom AI Projects	AI pre-loaded with your context – your role, industry, frameworks. Works like a team member.	1–2 minutes, personalized
4. Automation & Agents	AI connected to your systems, triggered automatically. Runs without you.	0 minutes, AI doesn't just answer your question — it executes multi-step workflows on its own. You give it a goal, and it figures out how to get there.

Your goal: Move from Level 1 to Level 2. The prompts in this playbook get you there.

The Prompt Structure

Every strategic prompt has four parts:

Part	Purpose	Example
ROLE	Who should AI pretend to be?	"You are a leadership coach specializing in delegation..."
CONTEXT	What does AI need to know about you?	"I manage a team of 8 in quality engineering at a Tier 1 supplier..."
REQUEST	What specifically do you want?	"Classify my tasks and create delegation briefs..."
QUESTION	Invite the AI to get as much information from you as possible.	"Please ask me any clarifying questions."

Key Prompts from This Lab

This lab teaches three prompts that work as a sequence — Audit, Brief, Sustain.

Prompt #1: The Task Audit & Delegation Classifier

What it's for: Taking your real task list and sorting every item into KEEP, DELEGATE to a person, or OFFLOAD to AI — with reasoning for each decision. **When to use it:** When you feel overwhelmed, when your calendar is full but nothing strategic is getting done, or when you suspect you're holding onto work that should live somewhere else.

Main Version (Licensed Copilot / ChatGPT / Gemini)

Use when you can paste your full task list, calendar, or recurring responsibilities.

Main Version (Licensed Copilot / ChatGPT / Gemini)

PROMPT TO COPY
ROLE You are a leadership productivity coach who specializes in helping mid-level and senior leaders in the automotive and manufacturing industry delegate effectively. You

PROMPT TO COPY

understand matrixed organizations, plant operations, and the difference between tasks that require human judgment and tasks that AI can accelerate.

CONTEXT

I am a leader who is doing too much myself. I need help identifying what I should keep, what I should delegate to my team, and what I can offload to AI tools. I want to stop being the bottleneck without dropping quality.

REQUEST

Review my task list below and classify each item into one of three categories:

1. KEEP — Only I can do this (requires my authority, judgment, or relationships)
For each: Explain briefly WHY this stays with me.
2. DELEGATE TO A PERSON — Someone on my team can own this
For each: Explain WHO should own it (by role type, not name), WHY they can handle it, and what support they need to succeed.
3. OFFLOAD TO AI — AI can draft, structure, or accelerate this
For each: Explain WHAT AI can do, write a ready-to-use prompt I can paste into my AI tool, and note what I should review before using the output.

After classifying all tasks, provide:

- A summary of how my time shifts (estimated hours reclaimed per week)
- The single highest-impact delegation I should make first
- One warning: what am I most likely to pull back instead of letting go?

FORMAT

Present results as a table:

| Task | Classification | Reasoning | Action / Prompt |

Then provide the summary section below the table.

IMPORTANT

- Do not invent tasks.
- If a task is ambiguous, ask before classifying.
- Assume I am competent and ambitious — I just haven't been taught how to let go strategically.

[PASTE YOUR TASK LIST — calendar items, recurring responsibilities, or a brain dump of everything on your plate]

Alternate Version (Copilot Free / Limited Context)

Use when you can only paste a short list of tasks.

Alternate Version (Copilot Free / Limited Context)

PROMPT TO COPY

I will paste a list of my tasks and responsibilities.

For each task, classify it as:

1. KEEP (only I can do this — explain why)
2. DELEGATE (someone else can own this — suggest the role type and what support they need)
3. OFFLOAD TO AI (AI can draft or accelerate this — write a short prompt I can use)

After classifying, tell me:

- Which single delegation would free up the most time
- What I'm most likely to pull back instead of letting go

Be concise and specific.

[PASTE TASK LIST]

Prompt #2: The Delegation Brief Generator

What it's for: Creating a clear, structured handoff document so the person you're delegating to knows exactly what success looks like — and the work comes back right the first time.

When to use it: After you've identified what to delegate (from Prompt #1 or your own judgment) and you're ready to hand it off to a specific person or role on your team.

Main Version (Licensed Copilot / ChatGPT / Gemini)

Use when handing off a task or project to a team member.

Main Version (Licensed Copilot / ChatGPT / Gemini)

PROMPT TO COPY

ROLE

You are a leadership coach who helps managers write clear, effective delegation briefs. You specialize in automotive and manufacturing environments where unclear handoffs cause rework, missed deadlines, and frustrated teams.

CONTEXT

I am delegating a task to someone on my team. I want to set them up for success with a clear brief that defines the outcome, gives them authority, and prevents the back-and-forth that wastes both of our time.

REQUEST

PROMPT TO COPY

Based on my description of the task, create a Delegation Brief with these sections:

1. OBJECTIVE

What does "done" look like? Define the specific outcome, not just the activity.

2. CONTEXT

Why does this matter? What's the bigger picture this task connects to?

3. AUTHORITY & BOUNDARIES

What decisions can they make on their own?

What requires my input before proceeding?

What budget, resources, or tools are available?

4. SUCCESS CRITERIA

How will we both know this was done well?

Include measurable or observable indicators.

5. TIMELINE & MILESTONES

When is it due?

Are there intermediate check-in points?

6. CHECK-IN CADENCE

How and when should they update me?

What format? (Quick message, email, 5-minute standup?)

7. SUPPORT AVAILABLE

Who else can help if they get stuck?

What resources or examples exist?

CONSTRAINTS

- Keep the brief to one page.

- Use clear, direct language.

- Do not over-engineer — this should feel like a conversation guide, not a contract.

- Adjust formality based on the relationship and task complexity.

QUESTION

Please ask me about the task I'm delegating, who I'm delegating it to, and any constraints before generating the brief.

Alternate Version (Copilot Free / Limited Context)

Use when you need a quick delegation brief.

Alternate Version (Copilot Free / Limited Context)

PROMPT TO COPY

I am delegating this task to a team member:
[DESCRIBE THE TASK]

Create a short delegation brief with:

1. Objective — what "done" looks like
2. Authority — what they can decide vs. what needs my input
3. Success criteria — how we'll know it was done well
4. Timeline — when it's due and any check-in points
5. Support — who can help if they get stuck

Keep it to one page. Clear and direct.

Prompt #3: The Accountability System Builder

What it's for: Creating a lightweight system for staying informed on delegated work without hovering, chasing, or pulling the task back. **When to use it:** After you've delegated tasks and need a system to track progress across multiple people and projects without micromanaging.

Main Version (Licensed Copilot / ChatGPT / Gemini)

Use when managing multiple delegated tasks across your team.

Main Version (Licensed Copilot / ChatGPT / Gemini)

PROMPT TO COPY

ROLE

You are a leadership operations coach who helps managers maintain visibility across delegated work without micromanaging. You specialize in automotive and manufacturing environments where leaders manage cross-functional teams, shifting priorities, and high-stakes deadlines.

CONTEXT

I have delegated several tasks to my team. I want to stay informed and maintain quality without:

- Constantly asking for updates
- Pulling work back when I get nervous
- Creating more meetings
- Making my team feel watched

REQUEST

PROMPT TO COPY

Based on the delegated tasks I describe, build me a lightweight accountability system that includes:

1. DELEGATION TRACKER

A simple table I can maintain:

| Task | Owner | Due Date | Last Update | Status | Next Milestone | Risk Flag |

2. CHECK-IN TRIGGERS

Define when I should check in (not on a schedule, but based on signals):

- Milestone reached
- Deadline approaching (how far in advance?)
- Risk flag raised
- No update received in X days
- Scope change or blocker identified

3. STATUS UPDATE TEMPLATE

A short template my team can use to update me (async, not a meeting):

- What's done since last update
- What's next
- Any blockers or decisions needed
- Confidence level (green / yellow / red)

4. ESCALATION CRITERIA

Define clearly when the task should come back to me:

- Scope changes beyond original authority
- Timeline at risk by more than X days
- Quality concern that affects customer or leadership visibility
- Budget impact beyond defined threshold

5. TRUST-BUILDING LANGUAGE

Give me 3–5 phrases I can use when checking in that communicate trust, not surveillance:

Examples that show "I'm here to support" not "I'm checking up on you."

CONSTRAINTS

- Keep the system simple enough to maintain in 15 minutes per week.
- Avoid creating new meetings. Favor async updates.
- Design for a real team, not a theoretical one.

QUESTION

Please ask me about my team size, the tasks I've delegated, and how I currently track work before building the system.

Alternate Version (Copilot Free / Limited Context)

PROMPT TO COPY

I have delegated these tasks to my team:

[LIST DELEGATED TASKS WITH OWNERS AND DUE DATES]

Create a simple accountability system:

1. A tracker table (task, owner, due date, status, next milestone, risk flag)
2. When I should check in (based on signals, not a fixed schedule)
3. A short status update template my team can use (async, not a meeting)
4. When the task should come back to me (escalation criteria)
5. 3 phrases I can use when checking in that build trust, not pressure

Keep it simple. I want to maintain this in 15 minutes per week.

Prompt #4: The Reverse Delegation Shield

What it's for: Handling "reverse delegation" — when someone brings a problem back to you instead of solving it themselves. **When to use it:** When a team member comes to you with a question or problem that they have the authority and capability to handle, and you want to coach them back to ownership without being dismissive.

Main Version

PROMPT TO COPY

ROLE

You are a leadership coach who helps managers respond to reverse delegation — when team members bring problems back instead of solving them.

CONTEXT

A team member has come to me with a question or problem about a task I delegated to them. I believe they can handle it, but they are looking for me to decide or do the work. I want to redirect them back to ownership without being dismissive or unhelpful.

REQUEST

Based on the situation I describe, help me:

1. Assess whether this is truly reverse delegation or a legitimate escalation
2. Draft a response that:
 - Acknowledges their concern
 - Redirects ownership back to them
 - Offers a thinking framework instead of an answer
 - Maintains the relationship and their confidence

PROMPT TO COPY

3. Provide 3 coaching questions I can ask instead of giving the answer
4. Suggest a boundary I can set to prevent this pattern from repeating

TONE

Supportive and firm. I want them to feel empowered, not abandoned.

QUESTION

Ask me to describe the situation: what was delegated, what they came back with, and what I think they're capable of.

Alternate Version (Copilot Free)**PROMPT TO COPY**

A team member brought this problem back to me instead of solving it:
[DESCRIBE THE SITUATION]

1. Is this reverse delegation or a legitimate escalation?
2. Draft a supportive response that redirects ownership back to them
3. Give me 3 coaching questions to ask instead of giving the answer
4. Suggest how to prevent this pattern from repeating

Tone: Supportive and firm.

Prompt #5: AI Task Offload — Prompt Writer

What it's for: Taking a task you've identified as "offload to AI" and writing a high-quality, reusable prompt you can paste into any AI tool. **When to use it:** After running Prompt #1, when you've identified tasks AI can handle but need well-structured prompts to get consistent, useful output.

Main Version**PROMPT TO COPY****ROLE**

You are an AI prompt engineer who helps leaders write clear, repeatable prompts for tasks they want to offload to AI tools. You specialize in automotive and manufacturing contexts and understand that leaders need outputs they can review quickly and use confidently.

CONTEXT

PROMPT TO COPY

I have identified a recurring task that AI can help with. I need a well-structured prompt I can save and reuse each time this task comes up.

REQUEST

Based on my description of the task, create a reusable prompt that includes:

1. **ROLE** — Who should AI be for this task?
2. **CONTEXT** — What background does AI need every time?
3. **REQUEST** — What exactly should AI produce?
4. **FORMAT** — How should the output be structured?
5. **CONSTRAINTS** — What should AI avoid or watch for?
6. **QUALITY CHECK** — What should I review before using the output?

Also provide:

- A "fill in the blanks" version I can reuse with minimal editing
- One example of what good output looks like for this task

QUESTION

Ask me to describe the task, how often it recurs, who uses the output, and what quality matters most.

Alternate Version (Copilot Free)**PROMPT TO COPY**

I want to offload this recurring task to AI:
[DESCRIBE THE TASK]

Write me a reusable prompt that includes:

1. Role for AI
2. Context it needs
3. What to produce
4. Output format
5. What to avoid
6. What I should check before using it

Make it fill-in-the-blanks so I can reuse it quickly.

Delegation to AI: Beyond Copy-Paste

Most people use AI like a search engine with better grammar. Paste something in, get something back. That's Level 2 on the Efficiency Ladder — and it's a great start. But it's not where this ends.

The Two Levels of AI Delegation

Level	How It Works	You Do	AI Does	Example
Prompt-Level AI (Level 2)	One input, one output. You paste, AI responds, you review.	Provide the input. Review the output. Paste again if needed.	One task at a time. Drafts, summarizes, formats, brainstorms.	"Summarize this meeting transcript" or "Draft a status email from these notes"
Agentic AI (Level 3–4)	You give AI a goal and context. AI breaks it into steps and executes them. You review the final result.	Define the goal. Point AI at the right inputs. Review what comes back.	Multiple steps: researches, builds, iterates, assembles, delivers a complete output.	"Build a competitive analysis with a comparison table, identify the best option for my team, and draft a recommendation memo for my VP" — AI does all of it.

What Agentic AI Looks Like in Practice

Scenario: I own a pickleball facility in Plymouth, MI Research our competitors' pricing, build a comparison table, draft a recommendation memo, and format it for my VP **And AI:**

- Identified and researched 5 competitor pickleball facilities within ~10 miles of Plymouth, MI
- Pulled pricing data across memberships, open play, court rentals, lessons, and amenities for each
- Built a side-by-side comparison table covering 13+ pricing and feature categories
- Analyzed competitive gaps — market scale, membership models, coaching programs, and PARC's temporary closure
- Drafted 6 strategic pricing recommendations with specific dollar amounts positioned against competitors
- Packaged everything into a formal VP-ready memo with executive summary, findings, and a recommended pricing structure Total facilitator input: one instruction. Total AI execution: everything else. **That's delegation to AI.**

Where to Try This

- **ChatGPT** — Use "tasks" or multi-step instructions in ChatGPT Plus. Give it a goal with multiple steps and watch it work through them.
- **Claude** — Use Projects to pre-load context (your role, your team, your constraints), then give it multi-step goals. Claude can also work with files and build outputs across steps.
- **Copilot** — In Microsoft 365, Copilot can work across your emails, calendar, and documents to complete multi-step workflows.
- **Custom GPTs / Agents** — Build a custom AI assistant pre-loaded with your delegation frameworks, your team structure, and your recurring tasks. Every time you use it, it already knows your world.

The Key Question

Not every task needs agentic AI. The question isn't "can AI do this?" — it's "does this task have enough steps and structure that AI running the whole workflow saves me meaningful time?" Use **Prompt #6** below to classify which of your AI-offloadable tasks are agentic-ready.

Prompt #6: The Agentic AI Task Identifier

What it's for: Figuring out which of your "offload to AI" tasks can go beyond copy-paste prompting — where AI can actually run multi-step workflows autonomously, like researching, building, drafting, and delivering a complete output with minimal input from you. **When to use it:** After running Prompt #1, when you want to identify which offloaded tasks are candidates for agentic AI — where you give AI a goal and context, and it handles the steps on its own.

What's the difference?

Level	How It Works	Example
Prompt-Level AI	You paste input, AI gives output. One step. You review and use it.	"Summarize this meeting transcript" or "Draft a status email from these notes"
Agentic AI	You give AI a goal and context. AI breaks it into steps, executes them, and delivers a complete result. You review the final output.	"Research our competitors' pricing, build a comparison table, draft a recommendation memo, and format it for my VP" — AI does all four steps.

Main Version

PROMPT TO COPY

ROLE

You are an AI workflow strategist who helps leaders identify which tasks can move beyond single-prompt AI usage into agentic AI workflows — where AI handles multi-step processes autonomously.

CONTEXT

I have a list of tasks I've already identified as "offload to AI." Some of these are simple one-step tasks (draft an email, summarize a document). But others could be handled by agentic AI — where I give AI a goal, point it at the right inputs, and it executes multiple steps without me guiding each one.

I want to know which tasks are agentic-ready and which should stay as simple prompts.

REQUEST

Review my list of AI-offloadable tasks and classify each as:

1. SINGLE-PROMPT TASK — One input, one output. Paste and go.

For each: Confirm the prompt approach is sufficient.

2. AGENTIC-READY TASK — Multi-step. AI can research, build, iterate, and deliver.

For each:

- Describe the multi-step workflow AI would follow
- Identify what inputs or access AI would need
- Estimate time saved vs. doing it step-by-step yourself
- Note what you should review in the final output
- Suggest which tool handles this well (ChatGPT with tasks, Claude with projects, Copilot agents, etc.)

3. NOT READY — Requires too much judgment, live data access, or human interaction to automate.

For each: Explain why and suggest what would need to change.

After classifying, provide:

- The single highest-impact agentic workflow I should try first
- A step-by-step description of how to set it up
- What to watch for the first time I run it

QUESTION

Ask me for my list of AI-offloadable tasks and any relevant context about my tools, access, and comfort level.

Alternate Version (Copilot Free)

PROMPT TO COPY

Here are tasks I want AI to handle:

[LIST TASKS]

Classify each as:

1. SINGLE-PROMPT (one input, one output — simple)
2. AGENTIC-READY (multi-step — AI can run the whole workflow)
3. NOT READY (needs too much human judgment)

For agentic-ready tasks, describe:

- The steps AI would take
- What inputs it needs
- Which tool to use
- What to review in the final output

Tell me which one to try first and how to set it up.

Quality Check — Before Acting on AI Output

- ☐ **Did I review the classification?** AI's suggestion of "delegate" or "offload" is a starting point. You know your team, your org politics, and your deadlines better than any tool.
- ☐ **Is the delegation brief clear enough?** If you read it cold, would you know exactly what to do? If not, add detail.
- ☐ **Did I give authority with the task?** Delegation without authority is just assigning work. Make sure the brief includes what they can decide on their own.
- ☐ **Am I delegating the outcome, not just the activity?** "Update the spreadsheet" is an activity. "Produce a weekly status report the team can act on" is an outcome.
- ☐ **Have I checked my company's AI policy?** Before pasting task details or team information into any AI tool, confirm what your organization allows.

Copilot Basics (If You Use Microsoft 365)

- **Work Mode vs. Web Mode:** Work mode searches your company's Microsoft 365 data (emails, files, Teams). Web mode uses the open internet. For task lists in your calendar or email, Work mode can pull context automatically. For the prompts in this playbook, Web mode is typically more appropriate since you're pasting specific content.
- **When to use each:** Use Work mode when you want AI to reference your calendar, emails, or documents to identify tasks to delegate. Use Web mode when you're pasting a task list and want classification and delegation briefs.

- **How to save prompts:** Copy any prompt from this playbook into a Word document, OneNote, or Notion page you can access quickly. Label each one so you can find it fast when you need it.
- **Reminder:** Always follow your company's AI usage policy. If you're unsure whether you can paste specific information into AI, ask your IT team or manager first.

What to Try This Week

- [] **Run the Task Audit.** Open your calendar and task list for the next two weeks. Paste everything into Prompt #1. See what AI recommends you keep, delegate, and offload.
- [] **Delegate one thing properly.** Pick the highest-impact task from the "delegate" list. Use Prompt #2 to write a clear brief. Hand it off this week.
- [] **Set up your tracker.** Even if it's just a simple list in a notebook or spreadsheet — start tracking what you've delegated, to whom, and when it's due.
- [] **Notice the pull-back urge.** When you feel the urge to take something back or "just do it yourself," pause. Ask: is this a quality problem, or a comfort problem?
- [] **Save these prompts.** Put them somewhere you can access in 30 seconds. The prompts only help if you can find them when you need them.

Resources & Next Steps

- [Link to AI Learning Lab Library](#) ^[2]
- **Learning Lab Library:** All past and upcoming Learning Lab sessions, recordings, and playbooks are available in the Learning Library. Bookmark it for easy access.

Key Frameworks from This Lab

- **Keep / Delegate / Offload** is a decision framework, not a personality test. Use it on your real task list, not as a theoretical exercise.
- Delegation fails when the **brief** fails — not when the person fails. Invest 10 minutes in a clear handoff to save hours of rework.
- **Accountability without micromanagement** requires defining check-in triggers (milestones, risk flags) instead of checking in on a fixed schedule.
- AI is your **delegation accelerator** — it can draft briefs, write prompts for offloaded tasks, and build tracking systems. But it cannot replace the human judgment that decides what stays with you.

What We Didn't Cover (Yet)

- Building delegation into your team's culture so it's a habit, not a one-time exercise.

- Delegating across organizational boundaries (to peers, to other departments, upward).
- Creating AI agents or automations that handle offloaded tasks without you pasting prompts each time.
- Coaching your team to delegate effectively themselves, creating a cascade of capacity.

Next Steps

- Rerun the Task Audit monthly — your workload shifts, and what you should delegate shifts with it.
- Build a library of delegation briefs for recurring handoffs so you don't start from scratch each time.
- Share this approach with your peers. Delegation is a team sport — the more leaders who do it well, the more capacity the whole organization gains.

Questions or feedback? cheryl@cherylthompson.net ^[3]

The Mental Model — Lead the Work, Don't Do the Work

Today's session was built on one idea: you don't need to do everything yourself to maintain quality. You need a system for deciding what stays with you, handing off everything else with clarity, and staying informed without hovering.

Step	Prompt	What It Does
Audit	Prompt 1 — Task Audit & Delegation Classifier	Takes your real task list and sorts everything into keep, delegate to a person, or offload to AI — with reasoning and ready-to-use prompts.
Brief	Prompt 2 — Delegation Brief Generator	Turns a messy handoff into a clear, one-page brief that defines the outcome, gives authority, and prevents rework.
Sustain	Prompt 3 — Accountability System Builder	Creates a lightweight system for tracking delegated work — check-in triggers, async updates, and escalation criteria — without micromanaging.

The work was never the hard part. Letting go of it was. Now you have a system for that.

Delegation is a skill, not a personality trait:

- Start with one task this week.
- Write one clear brief.
- You now have the tools to lead your team's capacity instead of limiting it.

Related resources

Keep working with the material.

Embedded image: image.png → ^[4]

Links and resources

These links are clickable in the PDF. For a paper copy, use the numbered references below.

[1] <https://vimeo.com/1167838073/f3ae073a3e>

[2] <https://www.cherylthompson.net/learning-labs#browse>

[3] <mailto:cheryl@cherylthompson.net>

[4] <https://www.cherylthompson.net/learning-labs/2026-02-24-effective-delegation-to-people-and-to-ai>