



## 5 Levels of Delegation: How to Build a Business That Runs Without You

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**If you're still stuck doing €50 tasks – this will set you free.**

Most business owners think delegation just means handing off tasks.

But if you want your business to run without you – to buy back your time, your freedom, and your focus – you need more than a to-do list and a few assistants.

You need a system.

Because not all delegation is created equal.

Booking a flight isn't the same as leading a project.

Answering emails isn't the same as owning a KPI.

The truth is: there are 5 levels of delegation – and if you don't know which one you're using, you're probably still doing work you should've delegated long ago.

In this video, I'll break down my 5 Levels of Delegation Framework – the exact system I teach business owners who want to step out of day-to-day operations and finally scale with freedom.

By the end, you'll know exactly:

- What to delegate.
- Who to delegate to.
- And how to hand it off the right way – so you keep control while getting your time back.

Let's dive in.

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## **The Big Idea**

If you want your business to run without you, you need more than a to-do list and one assistant. You need a full delegation system.

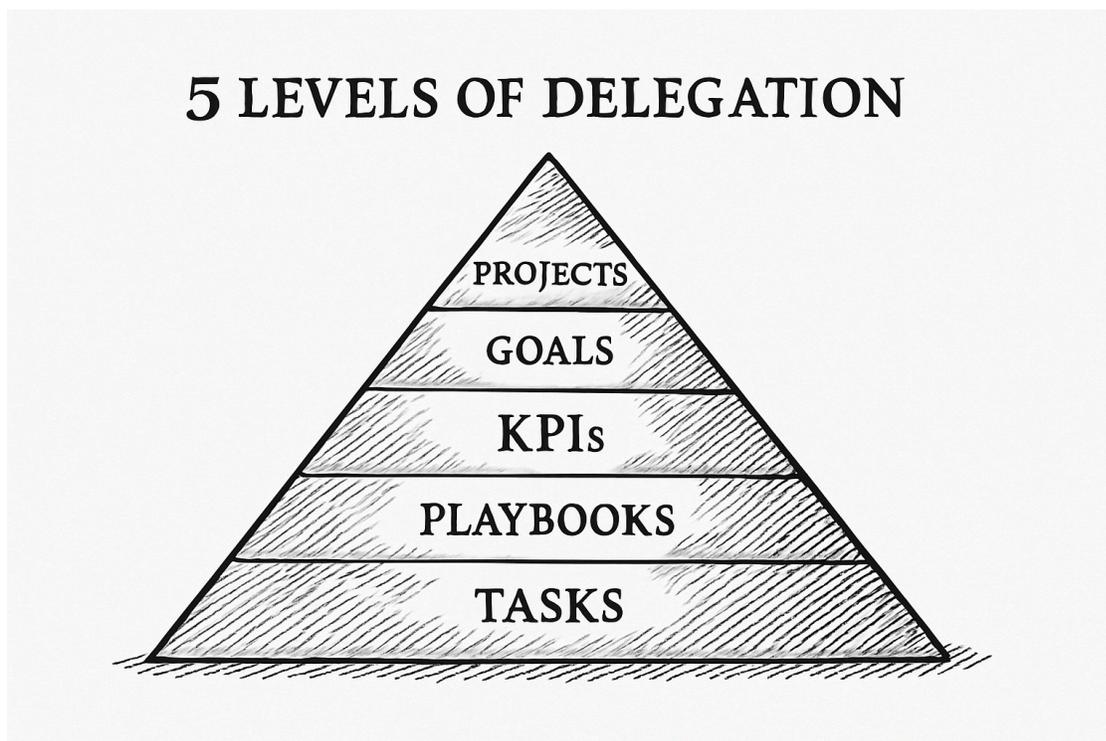
Because not all delegation is the same.

There's a huge difference between asking someone to book your flights... and trusting them to lead a project, hit a goal, or manage a KPI.

Each one requires a different level of clarity, structure, and ownership.

That's why I built this framework.

This isn't about dumping work on people. It's about choosing the right kind of delegation for the result you want. There are 5 levels of delegation.



Let's break down the 5 levels.

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## **Level 1: Tasks**

### **What you need in place:**

- Clear instructions.
- Deadlines.
  - A way to record instructions (written, Loom, etc.)
- Feedback loops.
  
- Guardrails (time limits, budgets, approvals).

### **Who you delegate to:**

- Assistant, VA, junior team member.

### **Ideal traits:**

- Detail-oriented.
  - Follows instructions closely.
  - Reliable and consistent.
  - Doesn't need big-picture context — just clear steps.
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## **Level 2: Playbooks**

### **What you need in place:**

- Documented, repeatable process (written + video).

- Checklists for quality control.
- Clear ownership (who does it, who oversees it).
- Central place to store playbooks (internal wiki, SOP system).

### **Who you delegate to:**

- Assistant, operations staff, mid-level manager.

### **Ideal traits:**

- Process-driven.
  - Good with structure.
  - Open to feedback.
  - Handles repetition well.
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## **Level 3: KPIs**

### **What you need in place:**

- Clear objectives tied to each KPI.
- The right metrics (measurable, relevant, actionable).
- Performance check-ins and dashboards.
- Ownership and accountability.
- Thresholds (targets, warnings, red zones).

### **Who you delegate to:**

- Manager, team lead, department head.

**Ideal traits:**

- Accountable.
  - Comfortable with numbers.
  - Proactive problem-solver.
  - Makes decisions based on data.
  - Knows when to escalate issues.
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**Level 4: Goals****What you need in place:**

- Clear, measurable goals.
- Assigned leader with full ownership.
- Milestones and timelines.
- Deal-breakers (non-negotiables).
- Resources (budget, people, tools).
- Full context: why this goal matters.

**Who you delegate to:**

- Trusted leader or department head.

**Ideal traits:**

- Strategic thinker.
- Driven by results.
- Strong communicator.
- Leads teams well.
- Solves problems independently.

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## **Level 5: Projects**

### **What you need in place:**

- Clear project brief (vision, goal, timeline, resources).
- Defined project leader.
- Success and failure criteria.
- Communication plan.
- Budget and resource alignment.
- Full decision-making authority.

### **Who you delegate to:**

- Senior leader, project manager, external expert.

### **Ideal traits:**

- High ownership mindset.
  - Calm under pressure.
  - Strong leadership and coordination.
  - Makes clear decisions.
  - Handles ambiguity well.
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## **Two Things to Always Remember**

### **1. Know Your Worth**

Most business owners burn their most valuable resource — time — doing €25/hour tasks.

Sorting emails. Fixing small fires. Rescheduling appointments.  
Micromanaging.

These feel urgent but rarely move the business forward. Over time, they drain your focus, energy, and momentum.

I was trapped there too — until a mentor asked me:  
*"What's your time worth?"*

I said, "Maybe €200 an hour."

He looked at me and said:  
*"Then never do anything you could pay someone €50 to do. Ever."*

That flipped a switch.

Since then, I've raised my internal rate to €1,000 an hour — not out of arrogance, but out of clarity.

Every time I face a task, I ask:

**Would I pay €1,000/hour for this?**

If not — I delegate.

So: *What's your hourly rate? And are you acting like it?*

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## **2. Be Okay with 80%**

Perfection kills progress.

If your team gets it 80% right, that's usually enough. They won't always do it exactly like you would – and that's okay.

Good work done consistently beats perfect work done rarely.

When you give your team permission to operate at 80%, they learn, they grow, and that 80% starts creeping closer to 90% and beyond.

That's how you build real leverage.

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### **Do You Own Your Business... or Does Your Business Own You?**

Take advantage of our special offer and get the Self-Managing Business Roadmap Kit.

Limited time offer: get it for 27€ instead of 297€

<https://selfmanagingbusiness.info/roadmap-kit/>

**P.S. The Roadmap Kit includes 9 delegation videos + all the worksheets for the 5 levels of delegation.**

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## **5 Powerful Reflection Questions**

When you look at how you currently delegate across your business, where do you see your biggest opportunity to delegate more effectively?

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If you had to pick one area where better delegation would free up the most time and create the biggest impact – what would it be?

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