Delegation Planner — Hand Off Tasks Clearly

A printable planner for delegating tasks clearly — what's being handed off, to whom, by when, and what 'done' looks like, so nothing gets lost in the handoff.

What to record

- The task and why it's being delegated
- Who it's going to and their current workload
- Deadline and what success looks like
- Check-in date

Free printable from Petal & Paper — https://247printables.com