

# Delegation Tracker

A Simple Tool to  
Reduce Bottlenecks  
and Bring Clarity to  
Your Team





## How to Use

Use this tracker at the end of every meeting or when assigning new tasks. It ensures everyone knows exactly who owns what, by when - removing confusion and keeping productivity high.

## Delegation Table Example

Assigned To	Task	Due Date	Status	Notes
Sarah	Prepare Q2 financial report	May 15th	In Progress	Needs updated data
Mike	Schedule vendor meeting	May 12th	Complete	Sent confirmation

**!** *Pro Tip:* At the end of every meeting, update this tracker so nothing falls through the cracks. Clarity on 'Who owns what by when' is the key to accountability.

# Delegation Table

Assigned To	Task	Due Date	Status	Notes