



THE HANDS-OFF CEO

THE RAPID DELEGATION SCRIPT

THE 5-MINUTE SHORTCUT THAT FREES YOU UP
TO GROW YOUR CONSULTING BUSINESS

WWW.HANDSOFFCEO.COM



Hi —
My name is Mandi Ellefson. My company *The Hands-Off CEO*, helps multi-6 and 7-figure consultancy owners who are stuck working IN their business and not growing fast enough. I help them free up 10 extra hours per week and use that time to streamline consulting services, get better results from their team, and have more freedom.

This short guide will show you how to free up time to grow your business, *without working more hours*.

HERE'S WHY YOU NEED THE RAPID DELEGATION SCRIPT...

If you don't use the *Rapid Delegation Script™*, you'll be stuck working a lot harder than you need to. Your employees can't share the load. And you won't be able to find the time to grow — which means your business is stalled. Training can be HARD! There is so much in your head that needs to be transferred from you to your employees' head so they can take work off your plate. The *Rapid Delegation Script™* helps you get more done in your business, without the crazy game of monkey-in-the-middle. And without you chasing after staff to get progress updates.

Instead of sitting and training someone for hours, or having them shadow you for days, you can empower them right now to be resourceful and get more done for you.

Employees want to help you. Let them. Then you can lower stress and have the time and mental bandwidth to focus on \$1000/hour activities that drive growth like marketing and business strategy.

The Rapid Delegation Script™

The *Rapid Delegation Script™* has 4 essential pieces. It should only take 5-10 minutes to get hours and hours of work checked off your task list — and you don't have to do it anymore.

RECORD QUICK VIDEO	SEND SCRIPT	CORRECT UNDERSTANDING	THEY CLOSE THE LOOP
➔ WHAT to do ➔ WHY we do it	➔ Deadline ➔ Expectations	➔ What did you miss? ➔ What else do they need?	➔ Manage the task ➔ Report progress

Want to find extra time to grow your business? Apply for a free Scalable Freedom Diagnostic Session: HandsOffCEO.com/apply

RAPID DELEGATION STEPS

1. RECORD SCREENCAST

We use the online recording tool Loom

- ➔ Give Direction
- ➔ WHY- Desire outcome, why it's important, and how it fits into the business.
- ➔ Expectations- time expected it should take, deadline, quality standard ie. *quick grammar edit or rewrite?*
- ➔ Walk through the steps and explain as you go.

2. SEND SCRIPT

Use email or collaboration tool for a 'paper trail.' We use *Slack* for easier tracking.

3. CORRECT UNDERSTANDING

What needs to be added? What did you miss? Do they have access to what they need?

4. THEY CLOSE THE LOOP

- ➔ THEY put the task in your task/project manager with due date and reminders.
- ➔ Report progress to you and/or direct supervisor.

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RAPID DELEGATION SCRIPT

“Hi [NAME]. We need [TASK] completed by [DATE AND TIME]. Please type the steps, and write a few sentences with your understanding of the assignment. Please let me know if anything is unclear. And send it back to me before you get started so we know we’re both on the same page.”

— Correct understanding —

“Thank you. It looks good. Please add this to [WHERE YOU TRACK TASKS ie. spreadsheet, whiteboard, Teamwork, Basecamp, Trello, etc.] and get started. When it’s completed send this to [NAME], cc me, and update [WHERE YOU TRACK TASKS].”

YOUR JOB:	THEIR JOB:
<ul style="list-style-type: none">➔ Know what you want➔ Set clear expectations.➔ Empower them -- Tell them how to get what they need: <i>url, examples, template, images, passwords, etc.</i>	<ul style="list-style-type: none">➔ Proactively update progress. NOT you chasing them for updates.➔ Manage the task and timeline➔ Formalize the process, and add to operations manual.➔ How you get your team to document and systemize your business.

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The *Rapid Delegation Script™* is a tool we use in *Step 1 - Free Your Time of the 5 Step Scale to Freedom Formula.™* Our clients use this framework to streamline their consulting business and make it run without them.

As the company becomes less and less dependent on you, then you have more freedom. And you can grow your income as much as you want- *without working more.*

Here are the 5 Key steps you need to take to grow your consultancy and make it run without you.

5 STEP SCALE TO FREEDOM FORMULA™

- 1. FREE YOUR TIME** - free up 10 hours per week.
- 2. PLAN YOUR YEAR** - a daily action plan to get past your biggest growth constraints
- 3. SCALE YOUR CONSULTING** - high ticket consulting service your team can deliver without you
- 4. SUPERCHARGE YOUR TEAM** - who, and when to hire, and empowering them to be independent
- 5. GROW YOUR ENTERPRISE** - Prepare to go hands-off and stress test your business

Consultants who implement the Scale to Freedom™ formula in their businesses found an extra 10-20 hours per week to work on their business and cut their project delivery time by 50-95%.

They double to triple business capacity while quality increases. Happier clients and more value make it easy to increase their fees by 30-200%.

Looking for relief in your business? Want to find extra time to grow your business?

Apply for a complimentary *Scalable Growth Diagnostic Session*. We'll look at your best options for leveraged growth in your company.

YOU'LL WALK AWAY WITH:

- ➡ 1. Clarity on your best growth options for your goals and personal situation.**
- ➡ 2. Your #1 place to focus to keep growing – *specific to your challenges.***

If you have an established consultancy *with employees or permanent contractors*, visit HandsOffCEO.com/Apply. Spots are limited as I personally do these calls, and I only do 2-3 per week.

APPLY