

Is Your Business Ready to Delegate?

A 10-Point Readiness Checklist for Small Business Owners

Before you bring in support, it pays to know where you actually stand. Work through each statement below and tick the ones that feel true right now. Your score at the end will tell you your next best step.

01

I know exactly what I do every week.

You can't delegate what you haven't mapped. If your week is a blur, that's where to start.

02

I have at least one task I do regularly that someone else could do.

If even one thing on your plate is repeatable, you're ready to start handing things over.

03

I've thought about what I'd do with an extra 5 hours a week.

Delegation without intent just creates a gap. Knowing your 'why' keeps momentum going.

04

I understand the difference between a VA and an OBM.

VAs handle tasks. OBMs manage operations and outcomes. The right fit depends on your stage.

05

I'm comfortable communicating what I need in writing.

Remote support works best with clear, written briefs - this is a learnable skill.



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06

I can identify at least two areas where things regularly fall through the cracks.

These gaps are where support delivers the fastest, most visible impact.

07

I have (or could create) basic instructions for my most repeated tasks.

You don't need polished SOPs. A rough 'how I do this' voice note is a starting point.

08

I'm open to adjusting how things are done, not just who does them.

Great support often means better systems. Being open to change gets you further, faster.

09

I have a rough idea of what I could budget for support each month.

You don't need a precise number - just a ballpark. It helps match you to the right tier.

10

I feel stretched and know that staying as I am isn't sustainable.

This is the most honest signal. If you're already here, you don't need to wait any longer.



Add up your ticks and find your band below. Each one points you towards a clear next step.

0 – 4 ticks

Start with clarity first.

You've got ambition but the picture isn't clear enough yet to delegate effectively. A Business Clarity Audit will help you map your priorities, identify your bottlenecks, and build a solid plan before bringing in support. That way, when you do - it sticks.

5 – 7 ticks

Ready for VA support.

You've got the foundations in place and there's real delegation potential here. A VA retainer will take repeatable tasks off your plate and free up your time for the work only you can do. The right pair of hands makes a bigger difference than you'd expect.

8 – 10 ticks

Ready for OBM support.

You're stretched, you know it, and you've probably known it for a while. This is the point where an OBM - not just task support - makes the real difference. Strategic operational support means someone helping you run and scale the business, not just helping in it.

Ready to take the next step?

Visit hunteradmin.org or email info@hunteradmin.org