THE LUXE SUITE ELITE



30-DAY DELEGATION PLAN WORKBOOK

YOUR STEP-BY-STEP GUIDE TO FREEING UP TIME AND LEADING WITH EASE

THIS WORKBOOK BELONGS TO:

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Welcome &

HOW TO USE THIS WORKBOOK

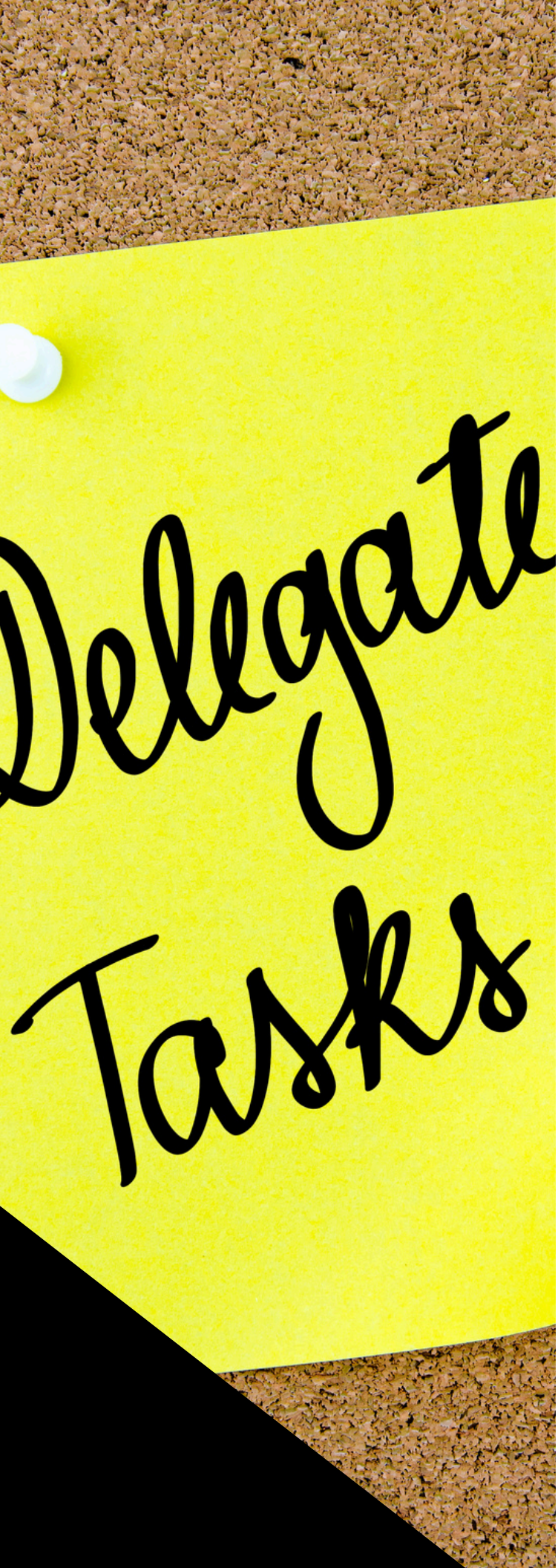
Welcome!

This workbook is designed to help you implement the Delegation Checklist you downloaded earlier. Over the next 30 days, you'll move from identifying tasks to fully releasing them to your team or VA.

Here's how to use it:

- Each week, read the instructions.
- Complete the worksheet pages with your own tasks.
- Reflect at the end of the workbook to see how much time you've freed.

By the end, you'll have a proven delegation system you can keep building on!



Pre-Work: Reflection

01

What are the top 3 things keeping you stuck in the day-to-day?

_____

_____

_____

02

How many hours do you spend each week on admin tasks?

_____

03

If you could free up 5 hours a week, what would you focus on instead?

_____



WEEK 1:

PICK & PRIORITIZE

Goal: Identify 3–5 tasks you can delegate right away.

Instructions:

- Review your Delegation Checklist.
- Choose low-risk, repetitive tasks that drain your time.
- Write them here:

Task	Current Time Spent (per week)	Ideal Outcome	Delegate To
Example: Inbox sorting	3 hrs	All emails tagged by category daily	VA / Admin

Tip: *Start small. Quick wins build confidence.*

TRAIN & TRANSITION

Goal: Show your process and hand it off.

Instructions:

- Record yourself completing the task (use Loom, Zoom, or voice notes).
- Create a quick checklist or SOP.
- Assign the task and give clear expectations.

Task	Training Method (□ Loom □ Written SOP □ Call)	Deadline for First Handoff	Notes
Example: Client scheduling	Loom video	Friday	Needs Google Calendar access

Tip: One training session can save you dozens of hours later.





WEEK 3:

TEST & TWEAK

Goal: Review how delegation is working.

Instructions:

- Let your team/VA complete the tasks.
- Review results after the first 1–2 attempts.
- Give specific, constructive feedback.

Task	What Went Well	What to Improve	Next Steps
Example: Invoices	Completed on time	Formatting off	Share template

Tip: Think of this stage as "co-piloting" — you're still guiding but letting them drive.



WEEK 4:

RELEASE & REFLECT

Goal: Let go and track your results.

Instructions:

- Stop doing the tasks yourself.
- Track how much time you've saved.
- Celebrate the win and identify new tasks to delegate.

Task	Hours Saved This Week	Confidence Level (1–5 ⭐)	Next Tasks to Delegate
Example: Social media posts	2 hrs	⭐⭐⭐⭐	Client intake paperwork

Tip: Delegation is a muscle — the more you practice, the stronger it gets.

Reflection

LOOK BACK ON YOUR 30 DAYS

01

How many hours did you save this month?

02

What did you focus on with your extra time?

03

Which tasks are you most excited to keep delegating?

04

What's the next area of your business or life you'd like to free up?







Your Next Step:
MULTIPLY YOUR TIME

You've just proven that delegation works. In 30 days, you've freed up valuable hours, reduced overwhelm, and taken a big step toward leading like the CEO you are.

But here's the truth:

- You don't have to stop here.
- You don't have to do it alone.

Imagine what would change in your business if you had consistent support — not just for 3–5 tasks, but for dozens. Imagine having a Virtual Assistant trained to handle the admin, the busywork, and the recurring tasks that pull you away from growth.

That's where The Luxe Suite Elite comes in.

- **We match you with skilled Virtual Assistants** who understand the needs of medical professionals, private practice owners, and entrepreneurs.
- **We help you delegate with confidence** — so you can finally focus on the work that matters most.

Ready to see what this looks like for you?

Book a Discovery Call or Explore Our Services



Because your time is too valuable to waste on the tasks holding you back.

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