

Business Delegation Checklist

OPERATIONAL TASKS

- Daily workflow management
- Inventory tracking & supply chain coordination
- Vendor & supplier communication
- Employee scheduling & shift management
- Customer service & support responses

TECHNOLOGY & IT

- Managing software and system updates
- Troubleshooting IT issues
- Implementing new tools or platforms
- Data analysis and reporting

MARKETING & BRANDING

- Social media management (posts, engagement, & analytics)
- Content creation (blogs, newsletters, & video production)
- Paid advertising campaigns (Google Ads, Facebook Ads, etc.)
- SEO and website updates
- Brand strategy and market research

HUMAN RESOURCES

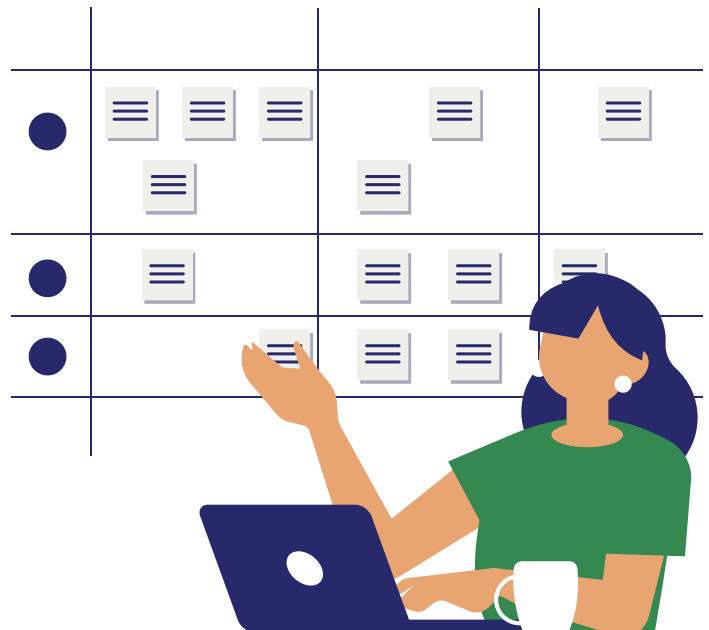
- Recruiting & onboarding new employees
- Performance reviews & employee development
- Benefits administration
- Employee conflict resolution & policy enforcement

FINANCIAL MANAGEMENT

- Bookkeeping & invoice tracking
- Budget creation & expense monitoring
- Tax preparation & filings
- Payroll processing
- Financial forecasting & reporting

EXECUTIVE RESPONSIBILITIES

- COO duties (process optimization, team leadership)
- Strategic project management
- Decision-making for specific operational areas
- Board reporting and stakeholder communication



Ready to reclaim your time? Contact PRIME to delegate smarter and grow faster! (504) 517-4710