

ROLE CLARITY

Define the Role Before You Blame the Person

Most people problems are clarity problems. Nobody can own what was never defined. This worksheet pins down what a role actually owns, so the work stops routing back to you.

WHY THIS MATTERS

When work keeps landing back on your desk, the instinct is to question the person. Usually the role was never clearly defined: no owned outcome, no decision rights, no metric. Clarity comes first. Only after the role is defined can you tell whether you have a people problem or a clarity problem.

SETUP

Field	Your answer
Role Being Defined	
Person in the Role	
Date	



1. DEFINE THE ROLE · ONE ROLE PER SHEET

Element	Definition for this role
Mission (one line)	
Outcomes they own (not tasks)	
Decisions they make without me	
The one metric that defines success	
Who they hand off to, and when	

2. DIAGNOSE THE REAL BOTTLENECK

Today, this work routes through me because...	Afraid / Unable / Unclear?	The fix
<i>I never said they could approve under \$5K</i>	<i>Unclear</i>	<i>Put the decision right in writing</i>



THE PART MOST FOUNDERS SKIP

A clear role on paper means nothing until you actually stop making the decision you just handed over. The moment the person hesitates, most founders step back in, and the role quietly reverts to them. Clarity sticks only when you let the first few decisions be theirs, including the imperfect ones. That is the real handoff, not the document.

3. MAKE THE HANDOFF REAL

The decision I keep taking back that I should let go of

.....

What I need to see to trust them with it

.....

The date I stop being the backup on this role

.....

NEXT

Pick the one decision that keeps routing through you and put the role's authority in writing this week.

Want help getting your name off the work? Scan the code or visit freedomsystems.biz to book a 30-minute diagnostic.

