



RESOURCE SERIES
CLARITY TOOLS

BUSINESS DELEGATION & DECISION MATRIX

A Practical Leadership Tool for Building
Healthy Businesses

Know what only you should carry.
Empower others to carry the rest.



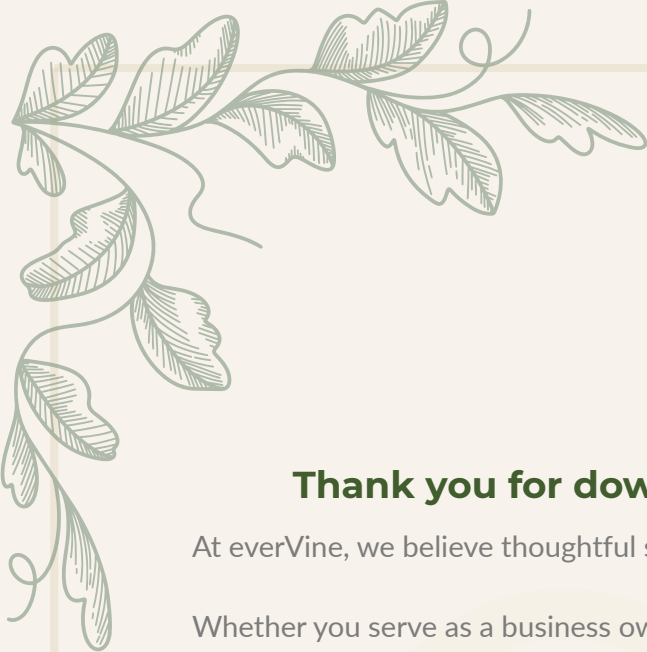
*Develop leaders.
Strengthen operations.
Create margin.*

everVine

Administrative & Operations Support for
Businesses

evrvine.com

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Thank you for downloading this everVine Clarity Tool.

At everVine, we believe thoughtful systems create space for meaningful leadership.

Whether you serve as a business owner, executive, entrepreneur, or operations leader, this resource is designed to help you.

Our hope is that this resource provides practical guidance, encourages thoughtful conversations, and equips your team to make wise decisions with confidence.

Each business is unique and has its own challenges. We hope this resource offers clarity, organization, and a helpful starting point for your next steps.

Our Mission

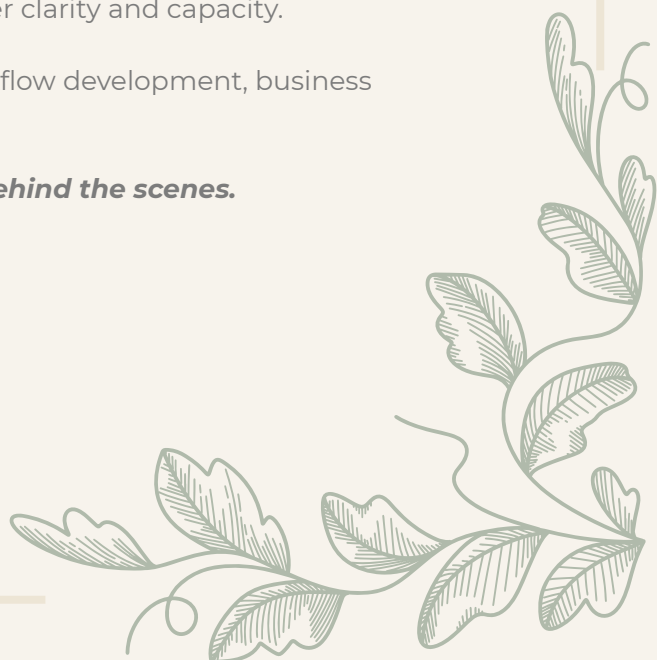
To create peace through clarity, healthy systems, and thoughtful stewardship, so leaders are free to invest their time where it creates the greatest value.

About everVine

everVine partners with businesses, entrepreneurs, and executives to provide administrative, operational, and organizational support that creates greater clarity and capacity.

From executive support and project management, to workflow development, business systems, and operational leadership, our goal is simple:

To help businesses thrive through thoughtful support behind the scenes.





WHY THIS MATTERS

Healthy Leadership Creates Healthy Businesses

Delegation is not about doing less. It is about ensuring every responsibility is owned by the right person.

When every decision returns to the owner, progress slows, team confidence decreases, and growth begins to stall.

Healthy businesses establish clear ownership so owners remain focused on leadership, strategy, client relationships, and growth while trusted team members confidently lead within their areas of responsibility.

This tool will help you identify where decisions currently bottleneck and where leadership can be strengthened through greater clarity.



BUSINESS REMINDER

Healthy businesses are not built by one person carrying every responsibility.

Strong businesses develop leaders, build trusted systems, and create shared ownership.

CLARITY ● STEWARDSHIP ● HEALTHY BUSINESS

HOW TO USE THIS TOOL

Building Healthy Businesses Through Shared Leadership

The Business Delegation & Decision Matrix helps business owners and leaders identify who should lead, make decisions, and own key business responsibilities.

This tool brings clarity to roles and responsibilities, reduces operational bottlenecks, and empowers your team to work with greater confidence and accountability.

Use it to evaluate current responsibilities, strengthen delegation, clarify ownership, and build healthy business systems that support sustainable growth.

USING THIS RESOURCE



1

LIST & REVIEW

List all major business areas and tasks currently handled by the owner or staff.



2

EVALUATE

Use the matrix to determine who should lead, decide, and carry out each responsibility.



3

CLARIFY OWNERSHIP

Identify or confirm the right person or team for each responsibility.



4

COMMUNICATE EXPECTATIONS

Share expectations clearly and provide the resources and authority needed for success.



5

REVIEW & ADJUST

Revisit regularly and adjust as your business grows and changes.



BUSINESS REMINDER

Healthy delegation is not about giving work away.

It is about developing leaders, creating capacity, and building a business that can grow beyond one person.

CLARITY



STEWARDSHIP



HEALTHY BUSINESS



BUSINESS RESPONSIBILITY MATRIX

Business Delegation & Decision Matrix

Clarify Roles. Empower Your Team. Strengthen Your Business.



Use this matrix to evaluate key responsibilities across your business. Identify who should lead, make decisions, complete the work, and provide support so your business can operate with greater clarity, accountability, and shared ownership.

Reflection Tip:

If your business cannot move forward without you, it may be time to strengthen delegation, build trusted systems, and create greater shared ownership.

KEY:	L Lead	D Decide	D Do	S Support
	Provides vision and overseeing leadership	Makes the final decisions	Carries out the work	Assists as needed

Business Area/ Responsibility	L Lead (Vision)	D Decide (Authority)	D Do (Implementation)	S Support (As Needed)	Notes / Next Steps
Executive Leadership					
Client Communication					
Sales & Business Development					
Marketing & Social Media					
Project Management					
Calendar & Scheduling					
Administrative Support					
Bookkeeping & Invoicing					
Operations & Systems					
Technology & Digital Organization					
Human Resources/Team Support					
Vendor & Contractor Management					
Strategic Planning					
Other: _____					



REFLECTION QUESTIONS:

- Which responsibilities are only yours to lead?
- Which responsibilities could be entrusted to someone else?
- What is your next step toward building a healthier, more sustainable business?

CLARITY



STEWARDSHIP



HEALTHY BUSINESS



Ready to Talk?

Whether you are exploring your options or ready to move forward, we would be honored to help you find the right solution for your business.

Schedule a complimentary Discovery Conversation



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Helping businesses steward their time, systems, and resources so they can focus on growth.