Farm Task Delegation Worksheet

A farm task delegation worksheet for deciding which jobs to hand to family or crew, with clear instructions and check-ins, so the owner is not doing every job.

Farm / unit: _____ Date: _____ By: _____

Task to delegate _____

Why it can be handed off _____

Person chosen _____

Skills or training needed _____

Tools and access needed _____

Instructions given _____

Deadline _____

Check-in plan _____

Safety reminders _____

Result and feedback _____

NOTES / CALCULATIONS

TIP Explain the result you want, not just the steps, and check in early rather than at the end.