

# OWNER-TO-CEO TRANSITION BLUEPRINT

Step-by-step templates to help you shift from doer to leader — without losing control.

## BUSINESS OWNER



## CEO



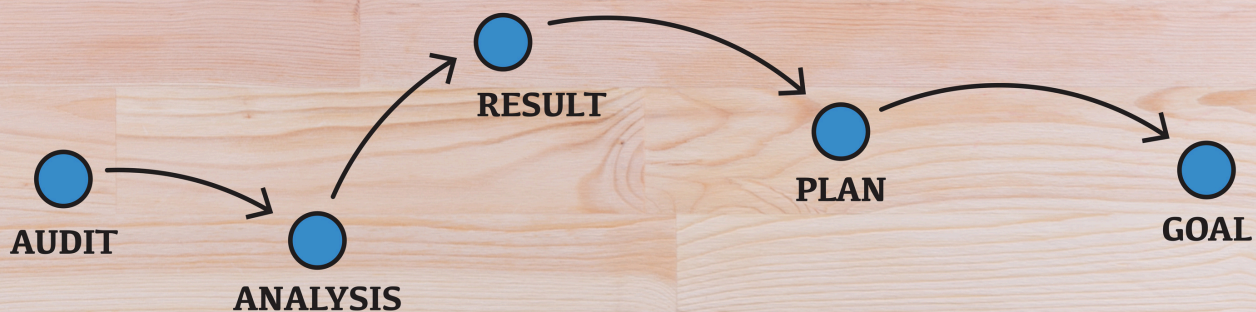
# 1. DELEGATION READINESS SELF-ASSESSMENT

Check the boxes that apply to you:

- ☐ • I spend more than 50% of my time on tasks others could do.
- ☐ • My team frequently asks me to make decisions they could own
- ☐ • I don't have written SOPs for repeatable tasks
- ☐ • I check on task progress more than once per day.

Score 3+? It's time to transition into a true CEO role.

## ASSESSMENT





# 2 TASK INVENTORY & DELEGATION PLANNER

List your current responsibilities and who could take them on:

Task	Delegate To	Training Needed	Deadline



# 3. CEO WEEKLY TIME BLOCK TEMPLATE

Structure your week for strategy, leadership, and clarity.

- Monday: Vision + Metrics Review
- Tuesday: Team Check-ins + Decision Making
- Wednesday: CEO Projects (strategy, partnerships)
- Thursday: Client Oversight or Sales
- Friday: Review, Plan, Reflect

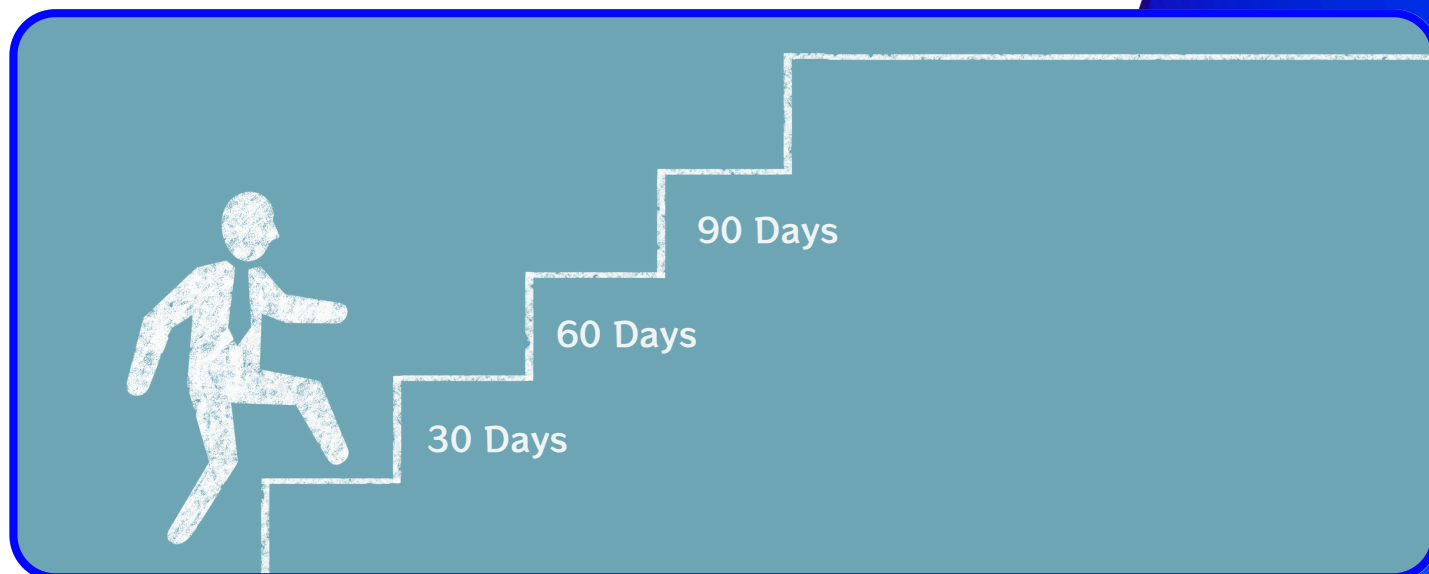




## 4. ROLE ELEVATION TIMELINE (30-60-90 DAY PLAN)

Define how your role will evolve over 3 months.

Timeframe	Focus	Delegated Tasks	New CEO Tasks
30 Days			
60 Days			
90 Days			



# 5. TRANSITION COMMUNICATION CHECKLIST

Who needs to know what — and when.

- Team announcement about your new role
- Reassign client or internal ownership
- Updated SOPs and expectations
- Standing meetings transitioned or removed



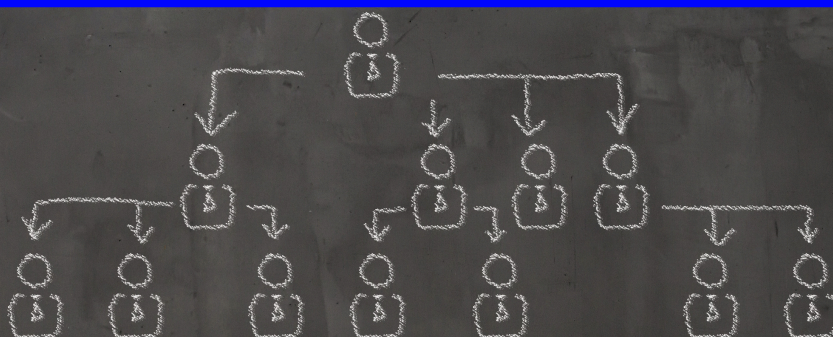


## BONUS:

### “What to Keep vs. What to Delegate” Chart

Use this simple decision matrix:

Task Type	Keep or Delegate?
Strategic growth	Keep
Client delivery	Delegate with SOP
Admin work	Delegate
HR or ops	Delegate to Ops Manager
High-ticket sales	Keep or train a Sales Lead



# WRAP-UP:

If you're ready to take the next step, but want a partner to help you get there, schedule a meeting with us.

We'd love to help.

[Schedule a free discovery session with WOWSuccessTeam](#)

SCAN HERE

