

DELEGATING OWNERSHIP

Grow autonomy. Develop leaders. Own results.

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01. SYSTEM OVERVIEW

This system ensures that every responsibility inside an ESA is matched with the right level of ownership, giving your team a clear path from task execution to strategic leadership.

Ownership isn't just about trust—it's about clarity, capacity, and contribution.

02. THE LEVELS OF OWNERSHIP

LVL	TITLE	DELEGATION APPROACH	EMPLOYEE ROLE	MANAGER ROLE
0	Novice	Repeat instruction	Learn instructions	Provide clear instructions and close supervision.
1	Task Owner	"Follow this exactly."	Complete assigned steps with precision.	Build trust tasks are being completed.
2	Process Owner	"Figure it out, check with me."	Research, recommend next steps, then confirm.	Review approach, offer coaching, approve execution.
3	Results Owner	"Own this and report back."	Drive the result with autonomy. Report progress.	Set clear outcomes, monitor KPIs, and provide feedback.
4	Growth Owner	"Lead and improve this area."	Own the result, system, and future. Mentor others.	Align to strategy, remove blockers, hold to high-level KPIs.

💡 Progression is built in—as ownership level rises, the "how" becomes theirs to decide, and your role shifts from instructor to coach.

03. OWNERSHIP DELEGATION STEPS

Use these steps when delegating responsibility in an ESA or Leadership Loop.

#	STEP	WHAT TO DO	OWNERSHIP-LEVEL INFLUENCE
1	Define Responsibility	Clarify what must be owned and why it matters.	L1: Steps; L4: Outcomes/Systems
2	Select Person	Choose based on skill, reliability, and workload.	Not everyone starts at L3/L4.
3	Set Ownership Level	Assign the initial level (1–4) and explain it.	Reviewed quarterly.
4	Explain Impact	Link to business results, values, or team goals.	Helps them see beyond task.
5	Align Expectations	Agree on KPIs, rhythm, boundaries, timelines.	Higher levels = fewer checkpoints.
6	Equip & Support	Provide tools, authority, and knowledge needed.	L1 needs training; L4 needs access.
7	Coach & Review	Give feedback, unblock roadblocks, reinforce progress.	Reviews + ESA check-ins.
8	Adjust Level	Promote (or realign) based on performance.	Document changes for visibility.

04. EXAMPLE TRACKER

PROCESS OWNER (L2) → TARGET: L3

Responding to client emails

Goal: Grow to client autonomy.

TASK OWNER (L1) → TARGET: L2

Managing social content calendar

Goal: Research topics independently.

05. IMPLEMENTATION PLAN

ONBOARDING	Assign ownership level for each key task in ESA.
QUARTERLY	Review performance and adjust ownership levels.
TEAM MTGS	Discuss areas of Growth Ownership + celebrate progress.
INCENTIVES	Acknowledge upward movement (especially to Levels 3 & 4).