THE HANDOFF PLAN

WHAT THIS IS

The three commitments you made in Session 2 are only as strong as the plan behind them. This assignment turns each one into a real handoff: what is taking it over, how it works without you in it, and how you will know it is running.

The solution does not have to be a person. It might be a service, a piece of software, a documented process, a contractor, a one-time professional hire, or a combination. Whatever gets the work off your plate at a standard you can live with.

Complete one section for each of your three commitments from the board in Session 3. Bring this to Session 4.

COMMITMENT 1

My commitment (copy from Assignment 2.2):

The solution I am putting in place:

(A person, a service, software, a contractor, a documented process, or something else entirely)

What that solution actually does with this task:

(Specific enough that someone who has never done it before could follow it)

I will know it is working when:

(An observable outcome, not a feeling)

I will check in _____ (how often) **by** _____ (how)

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This is fully off my plate when:

(A specific milestone or date, not "when I feel ready")

COMMITMENT 2

My commitment (copy from Assignment 2.2):

The solution I am putting in place:

(A person, a service, software, a contractor, a documented process, or something else entirely)

What that solution actually does with this task:

(Specific enough that someone who has never done it before could follow it)

I will know it is working when:

(An observable outcome, not a feeling)

I will check in _____ (how often) **by** _____ (how)

This is fully off my plate when:

(A specific milestone or date, not "when I feel ready")

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COMMITMENT 3

My commitment (copy from Assignment 2.2):

The solution I am putting in place:

(A person, a service, software, a contractor, a documented process, or something else entirely)

What that solution actually does with this task:

(Specific enough that someone who has never done it before could follow it)

I will know it is working when:

(An observable outcome, not a feeling)

I will check in _____ (how often) **by** _____ (how)

This is fully off my plate when:

(A specific milestone or date, not "when I feel ready")

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