

The Delegation Brief

Brief a helper like a hire, not a wish. Four parts, every time.

Description

The job, in plain words. What it is told to do.

Output format

The deliverable, up front and exact.

Obstacle reporting

Flag blockers, no silent workarounds.

Limited tool access

Only the folders and connectors the job needs.

THE READY BRIEF, PASTE IT AND FILL THE BRACKETS

I'm the [your role] at [your company]. Research [three competitors / the market for X / this prospect] and bring me back a finished briefing I could forward without edits.

The deliverable, in exactly this shape:

1. Summary: three sentences, plain English.
2. Key findings: five bullets, each with a source I can check.
3. What surprised you: two bullets.
4. Obstacles: anything you couldn't find, or had to work around.

Skip the play-by-play. I only want the briefing.

Three of the four elements live in that brief: the job, the output format, and obstacle reporting. The fourth, limited tool access, is set by which folders and connectors you have given the helper.