

You can't delegate what you haven't listed.

Two pages: list the work you're still doing, sort it into three basic roles, and train it so it stays off your plate.

GYM / SCHOOL NAME

WEEK AUDITED

STEP 1 · WALK YOUR LAST 7 DAYS

Write down every time you opened Core or the Staff App.

OPTION A · DO IT BY HAND

Fill the table in as you go.

The first ten rows are the tasks owners land on most — cross out any you don't do, and use the blanks for the rest.

Log every pass at a task, not just the first: five check-ins is five marks.

OPTION B · VOICE NOTES + AI

Talk it out for two or three days.

Carry your phone and leave a voice note every time you do a software task. Don't filter — just capture. *"Checked in a walk-in, used the kiosk override."*

At the end of the week, drop the notes into Claude or ChatGPT and ask it to group them by role and frequency. Copy the result into the table.

Either way, tick the role each task *should* belong to: **C** Coach / Instructor, **FD** Front Desk, **O** Owner / Admin.

TASK	TIMES LAST 7 DAYS	WHO DOES IT TODAY	ROLE IT BELONGS TO
Enter retail inventory			☐ C ☐ FD ☐ O
Pull the At-Risk report			☐ C ☐ FD ☐ O
Look at upcoming birthdays			☐ C ☐ FD ☐ O
Charge open invoices			☐ C ☐ FD ☐ O
Check members in to class			☐ C ☐ FD ☐ O
Sell a t-shirt			☐ C ☐ FD ☐ O
Pause a membership			☐ C ☐ FD ☐ O
Update billing information			☐ C ☐ FD ☐ O
Schedule a private			☐ C ☐ FD ☐ O
Substitute an instructor			☐ C ☐ FD ☐ O
			☐ C ☐ FD ☐ O
			☐ C ☐ FD ☐ O

STEP 2 · SORT THE LIST

Start with three basic roles.

Tick the tasks each role owns and write the name of the person filling it today. One person can fill two or three roles.

Coach / Instructor

Runs the floor. Owns member experience.

☐ Check in a member

☐ Check in staff

☐ Schedule a private / 1-1

☐ Substitute an instructor

☐ Add a note to a profile

☐ Check workout history

WHO OWNS THIS TODAY

Front Desk

Sales and requests only staff can complete.

☐ Inventory update

☐ Pause a plan

☐ Update billing info

☐ Sell a plan

☐ POS transaction

WHO OWNS THIS TODAY

Owner / Admin

Financial reports, billing, oversight.

☐ Financial reports

☐ Attendance reports

☐ Run past-due billing

☐ Cancel a plan

WHO OWNS THIS TODAY

STEP 3 · COMMIT TO THE HANDOFFS

Write down what you're handing over.

TASK	HANDING TO	WRITTEN DOWN BY	TRAINED ON	VERIFIED ON

Set the permissions so the handoff sticks.

PushPress gives coaches, front desk, and owners their own access — so staff can do the work you assigned them without needing you, and reports stay yours.

Book a Demo →