The Handover Tracker

Ideas don't change a pattern. A record of it does.

Tonight you handed something over. This page makes it official, so your nervous system has something to come back to **when the reflex fires**.

1 The task I'm handing over

Date

2 What done right actually looks like

Specific and observable, not felt. Someone who has never watched you do it should recognise it.

3 The person I'm handing it to

4 What I communicated before I handed it over

Exactly what you said or wrote. The what, the when, the how.

5 What I did NOT say that I wanted to, and why

This is where the fear lives. You might write: "I didn't say I need it back by Thursday because I didn't want to seem controlling." Write it in your own words.

The promise I made as a girl

From The Standard.

If I _____ *, I matter.*

MY BODY SENTENCE

I am safe to let it be done to my standard, not by me.

Or write your own, smaller and truer _____

Signed _____ *This task is held. I let it stay there.*

Week 1

Days 1 to 7

Log every handover, one line each, ideally the same evening. Columns three and four are the engine: be exact about what you said, and honest about what you held back. The reflex column catches the moments it fires anyway.

A mirror, not a scorecard.

A full reflex column isn't a failed week. It's the clearest data you'll ever collect about the identity running your business.

DAY	TASK HANDED OVER	THE STANDARD I COMMUNICATED Exactly what you said. Can't fill it? You handed over a task, not a standard.	THE STANDARD I DIDN'T COMMUNICATE And why you held it back	THE REFLEX THAT FIRED Even after a complete handover	WHAT I ACTUALLY DID
e.g.	*Monthly client report*	*Draft by Thursday 3pm, same format as last month, send it to me before it goes to the client*	*That the summary needs to lead with the numbers. Didn't want to seem like I was micromanaging her.*	*Wanted to rewrite the summary myself when the draft came in*	○ *Took it back* ● *Paused* ● *Let it be*
1 Date					○ Took it back ○ Paused ○ Let it be
2 Date					○ Took it back ○ Paused ○ Let it be
3 Date					○ Took it back ○ Paused ○ Let it be
4 Date					○ Took it back ○ Paused ○ Let it be
5 Date					○ Took it back ○ Paused ○ Let it be
6 Date					○ Took it back ○ Paused ○ Let it be
7 Date					○ Took it back ○ Paused ○ Let it be

REFLECTION

Day 7

Look at column four. What's the most common thing you didn't say? Is there a pattern in who you didn't say it to?

Week 2

Days 8 to 14

One line per handover. Exact in column three, honest in column four. **A mirror, not a scorecard.**

DAY	TASK HANDED OVER	THE STANDARD I COMMUNICATED Exactly what you said. Can't fill it? You handed over a task, not a standard.	THE STANDARD I DIDN'T COMMUNICATE And why you held it back	THE REFLEX THAT FIRED Even after a complete handover	WHAT I ACTUALLY DID
8 Date					◯ Took it back ◯ Paused ◯ Let it be
9 Date					◯ Took it back ◯ Paused ◯ Let it be
10 Date					◯ Took it back ◯ Paused ◯ Let it be
11 Date					◯ Took it back ◯ Paused ◯ Let it be
12 Date					◯ Took it back ◯ Paused ◯ Let it be
13 Date					◯ Took it back ◯ Paused ◯ Let it be
14 Date					◯ Took it back ◯ Paused ◯ Let it be

REFLECTION

Day 14

Look at column five. When the reflex fired after a complete handover, what were you actually afraid of? Not about the task. About you.

Week 3

Days 15 to 21

One line per handover. Exact in column three, honest in column four. **A mirror, not a scorecard.**

DAY	TASK HANDED OVER	THE STANDARD I COMMUNICATED Exactly what you said. Can't fill it? You handed over a task, not a standard.	THE STANDARD I DIDN'T COMMUNICATE And why you held it back	THE REFLEX THAT FIRED Even after a complete handover	WHAT I ACTUALLY DID
15 Date					◯ Took it back ◯ Paused ◯ Let it be
16 Date					◯ Took it back ◯ Paused ◯ Let it be
17 Date					◯ Took it back ◯ Paused ◯ Let it be
18 Date					◯ Took it back ◯ Paused ◯ Let it be
19 Date					◯ Took it back ◯ Paused ◯ Let it be
20 Date					◯ Took it back ◯ Paused ◯ Let it be
21 Date					◯ Took it back ◯ Paused ◯ Let it be

Week 4

Days 22 to 30

One line per handover. Exact in column three, honest in column four. **A mirror, not a scorecard.**

DAY	TASK HANDED OVER	THE STANDARD I COMMUNICATED Exactly what you said. Can't fill it? You handed over a task, not a standard.	THE STANDARD I DIDN'T COMMUNICATE And why you held it back	THE REFLEX THAT FIRED Even after a complete handover	WHAT I ACTUALLY DID
22 Date					○ Took it back ○ Paused ○ Let it be
23 Date					○ Took it back ○ Paused ○ Let it be
24 Date					○ Took it back ○ Paused ○ Let it be
25 Date					○ Took it back ○ Paused ○ Let it be
26 Date					○ Took it back ○ Paused ○ Let it be
27 Date					○ Took it back ○ Paused ○ Let it be
28 Date					○ Took it back ○ Paused ○ Let it be
29 Date					○ Took it back ○ Paused ○ Let it be
30 Date					○ Took it back ○ Paused ○ Let it be

REFLECTION

Day 30

You now have 30 days of evidence. The standard was never the problem. What was? Turn the page.

Reading your 30 days

The standard was never the problem. Here's what was.

What I most often didn't say

Read down column four. Is it the when, the how, the quality bar? Is it with one kind of person: someone senior, someone you like, someone you're afraid to lose? Write the pattern.

What the reflex was protecting

Read down column five, especially the days you'd communicated everything. What was the reflex protecting? Not the quality. You.

Thirty days in numbers

HANDOVERS MADE	STANDARDS FULLY COMMUNICATED	TIMES I LET IT BE

Bring this page with you

If you sit with Hera in Unbecoming You or book Growth Reclaimed, this is the data that makes the work precise. Your own hand, your own words, thirty days of the pattern and the shift.

The standard was always yours. It was always communicable, always holdable by someone else. What you were protecting wasn't quality. It was identity.