The task stoplight: what to hand your AI employee and what to keep

One page to split up the work before you delegate. Cost: $0. Time: 10 minutes. Works for a new hire, too.

Three questions per task

1. **If it goes wrong, can you fix it in minutes, at no cost?** Yes → it can be green.
2. **Does it touch money, prices, dates or a promise to a customer?** Yes → yellow at least.
3. **Is it irreversible, sensitive or an exception to your rules?** (refunds, bad news, a complaint, health, anything legal) Yes → red.

If you're torn between two colors, pick the higher one.

Green · Delegate: it does it on its own

- Answering hours, address, requirements and FAQs from your information.
- Sending what's already approved: an itinerary, an appointment confirmation, a reminder the day before.
- Sorting and summarizing messages, orders or email.

Yellow · With approval: it drafts, and nothing goes out without your "yes"

- Quotes and estimates.
- Date, order or appointment changes that affect other people.
- Messages you start: follow-ups, payment reminders, replies to reviews.

Red · Don't delegate: it says a person will handle it and hands you the case

- Refunds, discounts outside your price list, moving money.
- Complaints, upset customers and bad news (a cancellation, a serious delay).
- Exceptions to your rules, health, legal topics or advice that could cause harm.
- Hiring, firing or evaluating a person.

Your stoplight

Task	Color	Who approves or handles it

- [ ] Every task you plan to delegate has a color.
- [ ] Yellow tasks have someone who approves them **every day**.
- [ ] Red tasks are written into its instructions as "you don't do this; you flag it and hand over the case".
- [ ] You tried a red one ("I want my money back") and it **handed over the case** instead of resolving it.

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Once you finish, reply **DONE** to the message it came in.

Blackcircuit Labs. Reviewed and tested with a fictional case on ChatGPT free: Nov 17, 2026.