

Great, you're thinking about working with a Virtual Assistant but you're not sure what to outsource? Don't panic I have a solution!

Chris Ducker has an exercise specifically for when you are in the process of thinking about which tasks to delegate. He calls this exercise your 3 Lists to Freedom. I've tweaked it slightly but the aim is to keep this list to hand and every time you start or complete a task note it down in one of the list spaces. After a week you should have quite a long list and be in a better place to think about what exactly needs outsourcing.

"I can't help if YOU don't know what you need doing"

List 1: MUST DO

Tasks you NEED to get done BUT only you can do them as the business owner.

List 2: Delegate

Tasks you love doing but aren't a good use of your time and could be outsourced. Your time would be better spent working on list 1.

List 3: Delegate

Tasks you simply can't or shouldn't be doing on a day to day basis. Hand these over to a professional who will get them done more efficiently and to a higher standard leaving you to free to focus on list 1. An example could be your accounts.