

Thinking about working with a Virtual Assistant but not sure what to outsource?  
Don't worry - I've got a solution!

Print this list, keep it on your desk and simply jot down tasks as you complete them over a couple of weeks. By the end, you'll have a clear list to guide your outsourcing decisions.

And once you know what you wish to outsource why not book in for a [Discovery Call](#) to see how I can help.

## 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.