

How to Outsource Your To-Do List

Many business owners come to a point where they find they have too much to do.

Your to-do list is ever growing and prioritising becomes difficult.

...sound familiar?

This guide will help you establish what tasks are core to your business and the type of tasks you can consider delegating.

The Savvy VA
Customer & Community Support Manager

Step 1

IDENTIFYING TASKS

Use the simple tool below to identify which tasks you enjoy, which are core to running your business and which you can then consider outsource. By simply adding in anything that's relevant to your business in the relevant section you should be able to identify clearly where you should be focusing.

CORE TASKS – A list of tasks that are key to growing your business		

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Step 1

IDENTIFYING TASKS

TASKS YOU ENJOY		

EVERYTHING ELSE		

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Step 2

CONSIDER DELEGATING/OUTSOURCING

You should now have a list of tasks that are neither core to your business or enjoy. These tasks can then be either delegated or outsourced.

If you are considering outsourcing to a virtual assistant, you need to ensure this is cost effective.

If you had an extra hour a day, what type of tasks could you get done on your core or enjoy list? How much extra income would this generate for you?

TASK	POTENTIAL INCOME GENERATED:
NEW TOTAL INCOME GENERATED PER DAY:	
HOURLY RATE OF VA:	

Using the table above you should be able to clearly see whether the time you will be spending on extra income generation is more than the cost to outsource.

A VA charges anything between £25 and £50 per hour.

You also need to ensure the person you will be outsourcing too is capable of the tasks you are setting them, ensure you research your VA thoroughly, have a call with them to ensure they are the right fit for you and your business and you should see some great results

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