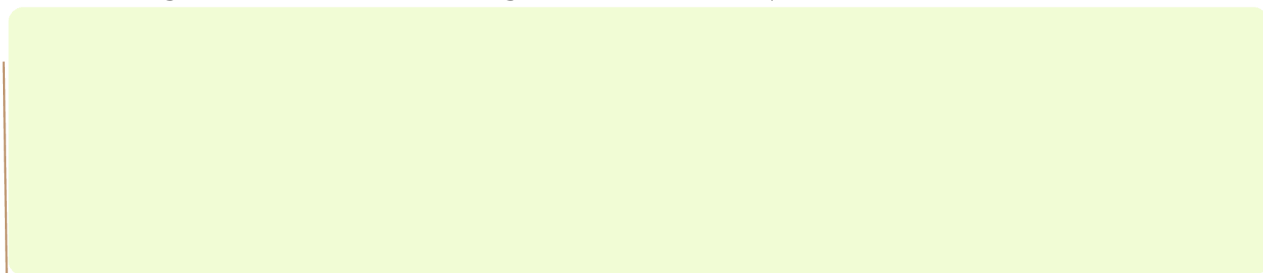


6 Strategic Steps TO OUTSOURCING SUCCESS

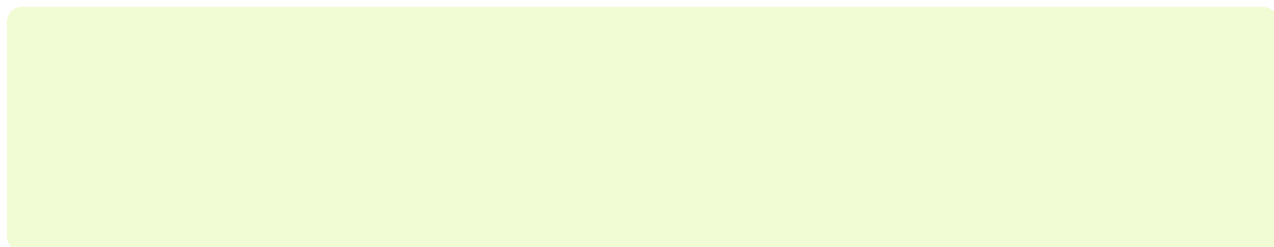
01 Regular Task's

Let's get down to brass tacks. List all those routine tasks that keep your business ticking – whether they pop up daily, weekly, or monthly. No need to over analyze or fret about task lengths; just jot 'em down. Oh, and don't forget to throw in how long each one takes you



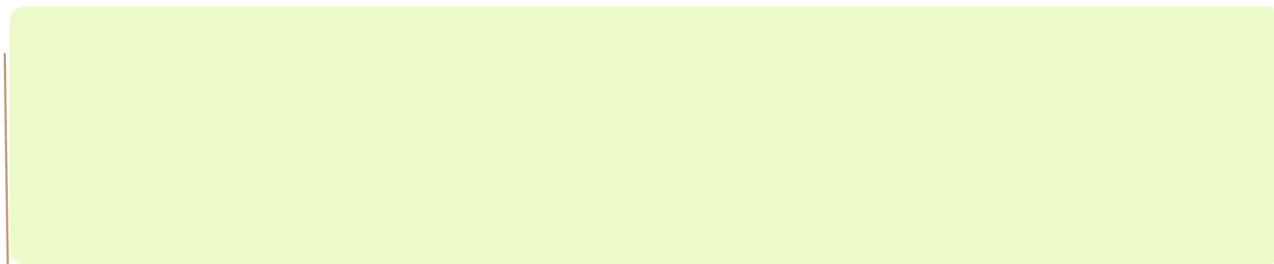

02 Task's you Love

Now, let's pinpoint all those tasks from Box 1 that light up your workday. Copy them over into **Box 2**.




03 Struggle City

Time to shine a spotlight on those tasks from Box 1 that give you a run for your money or leave you scratching your head. Highlight them, and then make a copy in **Box 3**.



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04 Should I not be?

Let's highlight tasks from both Box 1 & 2 that, as the business owner, aren't your best use of time. Pop them into **Box 4**. It's all about being honest with yourself – just because you enjoy something doesn't mean it should be on your plate. Imagine the time you'd reclaim by delegating these tasks.

05 Let's Delegate

Next, gather up all the tasks (complete with their time estimates) from Boxes 3 and 4. Now, let's copy them into **Box 5**.

06 Sum it up

Okie Dokie, the task's in Box 5 is what you can delegate, Now add up how much time you will save by Outsourcing these tasks to a VA.