

What can I delegate to my Virtual Assistant? Worksheet

Write it down.

List all of your daily activities. It doesn't need to be perfect or 100%, it's a guide to help you.

Pick three tasks.

Choose three tasks that you find the most daunting, time-consuming, or absolute dread doing.

Task #1

Task #2

Task #3

Detail it out.

Detail what each step takes to complete the task.

Task #1:

- 1.
- 2.
- 3.
- 4.
- 5.

Talk to yourself.

Ask yourself the following questions:

- | | | |
|---|-----|----|
| ● Am I COMFORTABLE delegating this to someone else? | Yes | No |
| ● Do I believe it could SAVE ME MONEY by having someone else process this task? | Yes | No |
| ● Will handing over this task free up my day to tackle the CREATIVE side of my business? | Yes | No |
| ● Will my Virtual Assistant have the SKILLS to successfully do this task? | Yes | No |

Task #2:

- 1.
- 2.
- 3.
- 4.
- 5.

Talk to yourself.

Ask yourself the following questions:

- | | | |
|---|-----|----|
| ● Am I COMFORTABLE delegating this to someone else? | Yes | No |
| ● Do I believe it could SAVE ME MONEY by having someone else process this task? | Yes | No |
| ● Will handing over this task free up my day to tackle the CREATIVE side of my business? | Yes | No |
| ● Will my Virtual Assistant have the SKILLS to successfully do this task? | Yes | No |

Task #3:

- 1.
- 2.
- 3.
- 4.
- 5.

Talk to yourself.

Ask yourself the following questions:

- | | | |
|---|-----|----|
| ● Am I COMFORTABLE delegating this to someone else? | Yes | No |
| ● Do I believe it could SAVE ME MONEY by having someone else process this task? | Yes | No |
| ● Will handing over this task free up my day to tackle the CREATIVE side of my business? | Yes | No |
| ● Will my Virtual Assistant have the SKILLS to successfully do this task? | Yes | No |