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Virtual Assistance

## DELEGATION CHECKLIST

Thanks for downloading my free delegation checklist. Although this sounds very simple, this will form the basics of your decision around what you can get off your plate.

What don't you have the skills to do?          <b>DELEGATE THESE FIRST</b>	What don't you like doing?          <b>DELEGATE THESE NEXT</b>
What don't you mind doing but it takes a lot of your time?          <b>DELEGATE THESE THIRD</b>	What do you like doing but know you should be spending more time on other areas of your business?          <b>LAST TO BE DELEGATED</b>

Instructions: Begin with the tasks you don't have the skills for - it is a no-brainer to outsource these. A Virtual Assistant with the right skill set will get the work done in no time.

Next, look at the tasks that you don't like doing and outsource those - you will be surprised by how quickly a VA can get these done - when you don't like doing something you probably spend hours procrastinating!

Next, consider what you don't mind doing but which is time consuming.

Finally look at the things that you like doing but which are not effective use of your time - are there other things you time would be better spent on?

**Ready to use a Virtual Assistant? Call Joanne on 07814 218142 or email [joanne@joannemanville.co.uk](mailto:joanne@joannemanville.co.uk)**