

# DELEGATION CHECKLIST

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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.

01

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.

What don't you have the skills to do?

DELEGATE THESE FIRST

02

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!

What don't you like doing?

DELEGATE THESE SECOND

03

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

What don't you mind doing but it takes a lot of your time?

DELEGATE THESE THIRD

04

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

What do you like doing but the time could be spent in other areas of your business?

LAST TO BE DELEGATED

## Ready to use a Virtual Assistant?

Contact Joanne now.



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Joanne Manville  
Virtual Assistance

Giving your business space to grow