How to Delegate Worksheet

What are some of the things that you do every day that are time suckers?

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What are the things you are doing in your business that is keeping you working IN your business rather than ON your business?

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What are some tasks that you can trust someone else to do for you?

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There are many tasks that you, as a business owner, do on a daily basis that you could delegate to someone else so that you may start working on the higher level things. Take a couple days to track your time and figure out what tasks are sucking up your time and how you could delegate those to someone else.

|  |  |  |
| --- | --- | --- |
| Tasks | How much would you pay? | How much time do you spend? |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |

\*Don’t forget to use a time tracking software to keep track of how much time you are spending on each task.