

# DELEGATE YOUR WAY TO THE TOP

What is the 5% of what you do every day that you are really, really good at and only you can do? This sheet will help you divide up what you do into categories so you can start outsourcing everything that is not in the 5%.

- Priority 1 = activities that bring in new money for the business
- Priority 2 = activities that help sustain or grow the business
- Priority 3 = other activities

TASK	HOURS SPENT			
	Priority (1 is highest 3 is lowest)	Every day	1 X week	Occasional (1 X per month)
<b>Admin/Management</b>				
answer emails to clients				
look at/answer emails not about clients				
meetings with potential clients				
meetings with staff				
other:				
other:				
other:				
<b>Sales/Invoicing</b>				
finding/vetting events where I can meet clients				
scheduling appointments with clients				
invoicing clients				
working on client satisfaction (surveys, calls, etc)				
other:				
other:				
other:				
<b>Personal</b>				
food shopping				
clothing shopping				
paying bills				
cleaning apt				
making plans with friends/romantic partners				
exercise				

other:  
other:  
other:


**Totals hours spent:**

**Add up your columns and then consider these questions:**

1. Look at the total hours spent and see if you feel like you are focused on the right things.

Are you spending 2-3 hours per day on Priority 1 activities like seeking new business and keeping current customers/clients happy (one of your best sources of new business)?

2. If you outsourced tasks that are Priority 1 and 2 and are using up your valuable time what would you do with the freed up time? Would it allow you to spend more time on Priority 1 or increased satisfaction of existing customers/clients?

3. Which tasks would you really LIKE to give up and could a team member or VA or someone at home to either do the task or help with it?

For more advice about delegating and my own lists of what I outsource to a Virtual Assistant, see Chapter 7 "Delegate Your Way to the Top" in my book *Million Dollar Women*.