

## FIGURE OUT WHAT YOU CAN OUTSOURCE!

Outsourcing is a big decision! Make sure you're ready by answering these questions. (Much of this also applies to your personal life too!)

### 1. What's been slipping through the cracks?

I'm guessing that if you're interested in hiring a VA, you may have noticed that things aren't always getting done on time - or at all. Sure that happens to the best of us, but is there anything that is consistently being missed?

Over the next few days or week - pay attention to what did NOT get accomplished. Write it down and notice any repeating patterns - ie, emails not getting responded to, social media posts sitting in drafts instead of getting posted, texts left on "read", etc.

DAY 1:

DAY 2:

DAY 3:

DAY 4:

DAY 5:

### 2. This one's simple - what do you just not like doing?

Spoiler - this might be one of the reasons things are slipping through the cracks. Maybe you simply just don't enjoy responding to emails or posting on Instagram and you procrastinate. And that's okay! Repeat after me - I do not have to enjoy all aspects of my business and it's okay to ask for help!

Write down a few things that you notice you tend to procrastinate on or feel dread just thinking about.

### 3. Everyone has limitations and shortcomings - what are yours?

You can't do anything. No one can - either you lack strength in a specific area or you just don't have time in the day. Great! You admit you aren't super human and now you can focus on your strengths and be free from the impossible expectation of doing it all yourself.

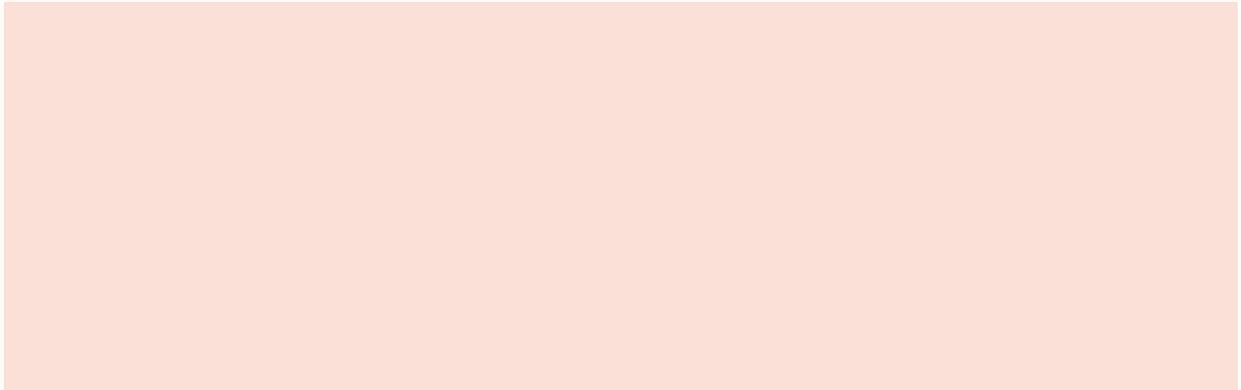
This step isn't easy but if you don't get clear on what you can't do - you'll never allow yourself to get help. So take your time and be gentle with yourself - but also honest. Write down what you are honestly capable of achieving in your day or week.

I'll go first:

- I can't commit to more than 5 minutes of meditation
- I can commit to 20 minutes of daily body movement
- I need help to keep the house clean, dishes washed and laundry cleaned
- (At least) One night a week, we will be eating frozen pizza or ordering in
- I need a break (peeing by myself does not count) from taking care of my daughter
- I can't commit to more than one evening weekday plan in this season of life

#### 4. What lights you up in your business? What are you working on when you lose track of time?

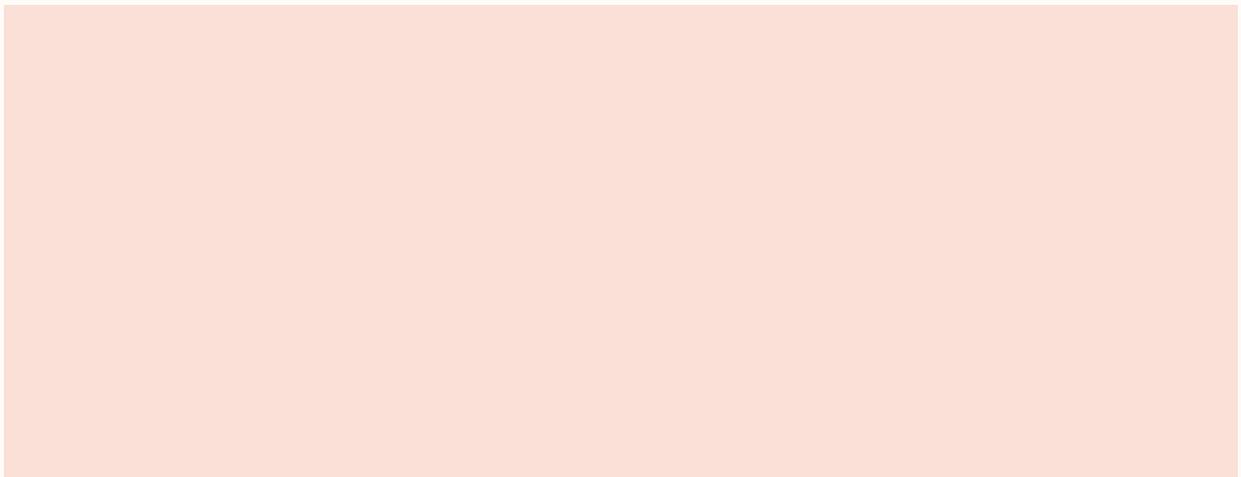
People always ask - what do you love doing so much that you forget to eat? I'm sorry - what? Who forgets to eat?! Is that real?! Anyways - clearly you loved something enough to start a business based on it. So what is it and have you discovered other things as well? It can be anything! Maybe you love the consultation calls but then plugging in your new client's information makes you pull your hair out (in this example, outsource your data entry). Make a list of all the things you look forward to doing!



#### 5. Where do you want to go?

What are your goals and dreams? Write them down! Are you able to accomplish them by yourself? If you keep going the way you've been going, will your dream become a reality?

What would it look like to let go of some control over the day-to-day so that you can focus on those big dreams?



**You did it! Now take time to look over your answers. Notice the tasks that you procrastinate and/or dread doing and those are slipping through the cracks. I'm sure you'll find some overlap. These are probably the best tasks to hand off so you can focus on those other things that bring you joy.**