

Cheat Sheet to Delegation

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Discover the tasks delegated by the most successful entrepreneurs that you absolutely MUST know to free yourself from business slavery.

Admin

- Bookkeeping, Payroll
- Paying Bills
- Transferring Funds
- Invoices
- Keep QuickBooks Update
- Organize and Pay Team Members
- Record Monthly Sales
- Tax Figures
- Manage your Account software (Xero, QuickBooks)
- Compile Weekly Financial Updates
- Create Financial Reports
- Work with Accountant for Year-End Taxes
- CRM & automation set-up
- Research
- Email Management
- Create and Manage Documents
- Organize Files (Cloud)
- Schedule Meetings
- Project Management and Training Tasks
- Tracking Deadlines
- Transcription
- Tracking Deadlines
- Proofread
- Create Document Templates

Lead Generation

- Research & Compile Email Addresses
- Answer Responses from Lead
- Compile Lists of Industry Leads
- Set Up Mailmerge
- Cold Call Potential Customers
- Advanced LinkedIn Lead Generation
- Email Marketing & campaigns
- Email Management
- Data Mining
- Appointment Setting
- Create Lead Cards

Client Support

- Customer Service
- Scheduling Appointments
- Coach Guide PDF
- Contract Review

Other

- Video Editing
- Newsletter Graphics
- Copy Writing & Content Creation (SMM posts, blogs, e-book, website, funnel)
- Website Design
- Social Media Graphics
- Social Media Management
- Proofreading
- Designing Brochure
- Market Research
- Create Landing Page
- Logos
- SEO
- Resume Creation
- Data Entry
- Producing Graphs
- Presentation/ Slides Creations
- Photo Editing
- Social Media Advertising
- Audio Editing
- Analyze Statistics
- Funnels and Landing page
- Affiliate Marketing
- Personal errands
- Dropshipping



THE SMARTER WAY TO OUTSOURCE

SAVE MONEY, TIME & CREATE MORE FREEDOM IN YOUR BUSINESS



Tasks that you should do: high- value tasks that you enjoy doing and you're actually good at.	Tasks that you should not do: low-value tasks that are not the best use of your time, even if you're good at them or you enjoy doing them. (These are the hardest ones to outsource!)	Tasks that you don't want to do: tasks that you don't like doing, but that someone else will.	Tasks that you can't do: tasks that you lack the necessary knowledge and skills to do properly.



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