



- 1) Make a list of all of the business-related tasks you currently do on a daily, weekly or monthly basis.
- 2) Add to the list everything that you know SHOULD be getting done but you don't have the time to do them at all or not consistently.
- 3) Put a * next to the top 10 **revenue-generating** activities in your business that only YOU can do.
- 4) Circle the tasks you HATE doing or are a waste of your time.
- 5) Put boxes around the tasks that are important to do, but with the proper systems in place and a trained assistant, you don't HAVE to be the one to do them.

Every task that has a circle and/or a box around it are things you need to delegate to a VA!

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