

The VA Delegation Worksheet

This worksheet will help you to decide what you can delegate to a virtual assistant.

STEP ONE:

Over the next couple of days, keep this sheet next to you as you work and jot down any online tasks you work on throughout your day - include a general length of time per task.

Admin:

Social Media:

Research:

STEP TWO:

At the end of the week, highlight any task on the above list that doesn't need to be completed by you personally. Then, rewrite that list below, prioritizing the tasks from high to low:

Admin:

Social Media:

Research:

CONGRATULATIONS - YOU NOW HAVE AN 'OUTSOURCE LIST'!

NOW IT'S TIME TO THINK ABOUT ALL THOSE PROJECTS YOU HAVE ON THE BACKBURNER.

The VA Delegation Worksheet

Page 2

STEP THREE:

Now list all the little projects that "would be nice to do if I had more time". Include a time estimation:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STEP FOUR:

As before, highlight whatever task or project that doesn't need to be completed by you personally. Rewrite the list, prioritizing from high to low:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

HOW TO DELEGATE THESE TASKS AND PROJECTS TO A VIRTUAL ASSISTANT:

- Write detailed task descriptions
- Establish clear deadlines
- Allow buffer time for questions & revisions
- Give access to shared tools, accounts & documents
- Establish preferred communication channels
- Schedule regular progress updates
- Create SOPs for recurring tasks
- Update SOPs as processes evolve
- Refrain from micromanaging
- Allow your VA to make decisions within specific parameters
- Ask for suggestions for process improvements
- Offer constructive feedback