



How to Add More Hours to Your Day By Delegating Those Tasks That Prevent Focused Work and Play!

One question that we ask ourselves on a regular basis is “How can we add more hours to our day?” As small business owners, we tend to hold the belief that we must manage every task for our business in order to ensure its success. What we discover is that by handling everything for our business, we get burned out, miss opportunities, and lack sufficient time to achieve business goals. One way to meet your business needs and to continue to expand your opportunities is to collaborate with a Virtual Assistant and delegate tasks and projects.

Delegating tasks may be more of a challenge than it sounds. When you consider all of the work you conduct for your business, it can be overwhelming to determine what tasks and projects you prefer to be handled by another. Here are a few steps you can follow in determining which tasks you would like to delegate.

Step 1: Compile a List

For three to five days, keep a notepad by your computer and make a list of each task you worked on that day. By the end of that time period, you should have a good idea of how much work you are conducting in a typical week, and the types of tasks you are managing.

Step 2: Rate the Tasks on Your List

Review the list of tasks you created and give each task a rating.

- 1: Task I enjoy
- 2: Not my favorite task, but I don't mind working on it
- 3: Task I detest

As you review the list and ratings you assigned to each task, you may notice that the items labeled with the number 3 tend to be tasks that you either procrastinate working on or are continually “in progress.” Items you designated as number 3 are a good starting point for tasks you can delegate. By having an assistant complete those tasks, you will be able to free up more time to do the things you truly enjoy doing for your business. Capitalize on your strengths by allowing yourself time to focus on what you **want** to do rather than on what you **have** to do.

Chances are, you became a business owner to pursue your own goals and dreams and to have a flexible schedule. Try not to only focus on achieving your goals and working on your business; remember to take the time to appreciate your efforts.