



## Identifying tasks to outsource

Great, you've decided to work with me BUT you're not sure what to outsource? Don't panic I have a solution!

Chris Ducker has an exercise specifically for when you are in the process of thinking about which tasks to delegate. He calls this exercise your 3 Lists to Freedom. I've tweaked it slightly but the aim is to keep this list to hand and every time you start or complete a task note it down in one of the list spaces. After a week you should have quite a long list and be in a better place to think about what exactly needs outsourcing.

### **List 1.**

**Tasks you NEED to get done BUT only you can do them as the business owner.**



## **List 2.**

**Tasks you can't do and should definitely outsource.**

## **List 3.**

**Tasks you simply shouldn't be doing on a day to day basis. Tasks that take up your time when you should be doing List 1.**