

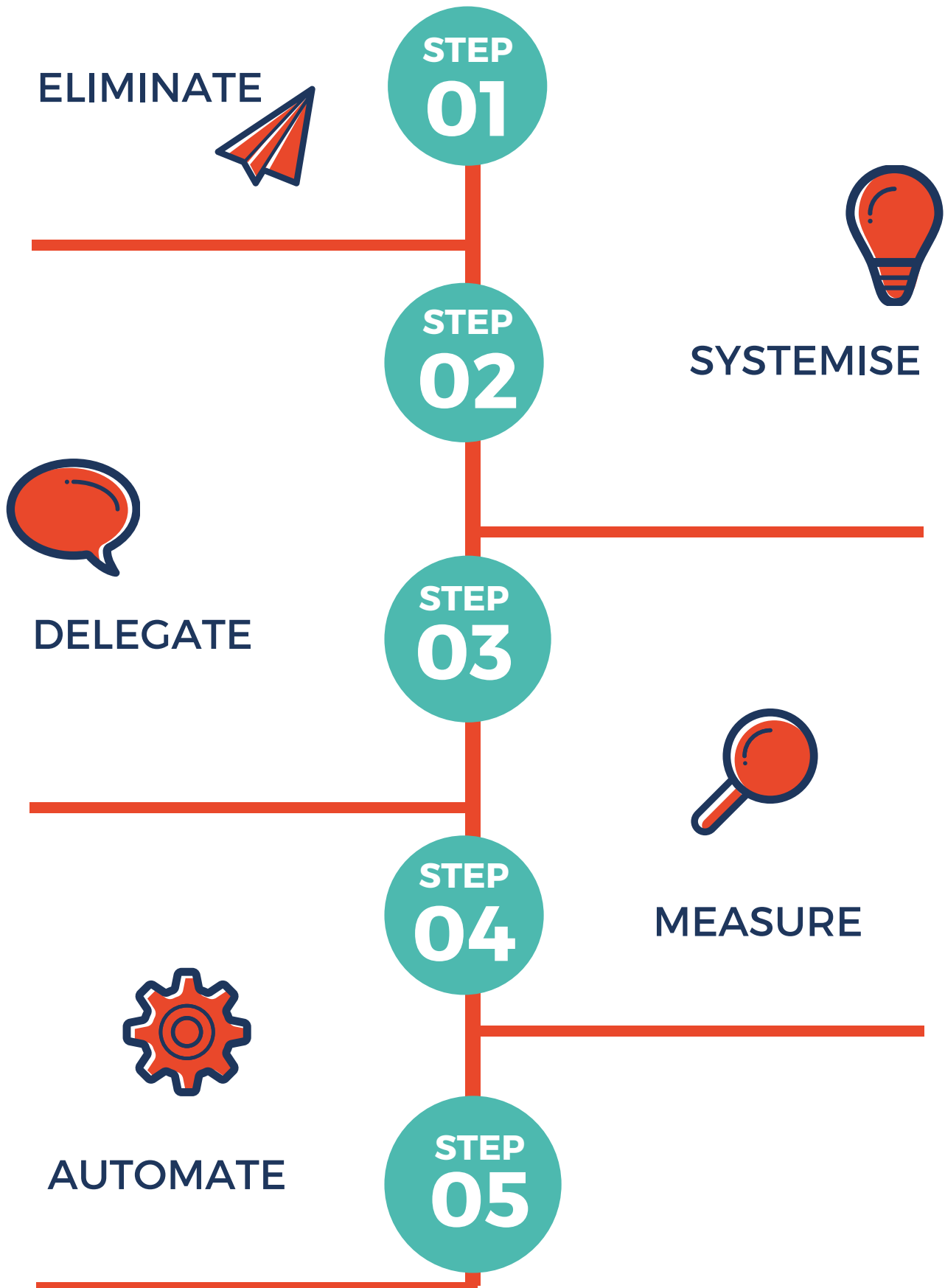
YOUR  VIRTUAL ASSISTANT

STOP WASTING YOUR TIME
ON SO MUCH

ADMINISTRATION



The 5 Step Process



OVER THE NEXT MONTH ...

List every task that you do on a regular basis, then prioritise them in order of importance to your business. Eliminate the tasks which are not required for your business to function. Now you're ready to tackle each of the following steps with the remaining tasks.



ELIMINATE

Identify the tasks to eliminate by listing every task that you perform during your workday. Prioritize the tasks by what is essential to running your business successfully.

Also keep in mind your business goals and how each task contributes to achieving those goals.

The tasks that find their way to the bottom are the ones that you should eliminate altogether.



SYSTEMISE

Document the how, why and when for each of the tasks that are necessary for your business to function.

If you are tired of doing all the tasks required for your business to function all by yourself, then use a tool like [SweetProcess](#) to document procedures for all those repetitive tasks that eat up your precious time, so you can grow your team and grow your business.



DELEGATE

The third step is to properly hand over each required task to employees and/or virtual assistants and train them on how to execute each one successfully.

TIP: Delegate identified tasks you have already documented procedures on, or use a tool like [Loom](#) to screenshot tasks quickly. Using Loom you can talk through the task as you do it.



MEASURE

Keep track of your key business metrics and whenever you notice unfavorable results, it's an opportunity for you to identify areas within your system that need improvements.



AUTOMATE AND/OR SCALE

Carefully examine your procedures. If you know a recurring task is operating at peak efficiency, consider adding a tool to **automate** the task, then consider adding an additional resource such as a freelancer or virtual assistant, which will allow the business to **scale**.

The important check before automating is to ensure the tool you use performs as efficiently as the person currently doing the task manually.

YOUR GENIUS ZONE

Now that you have more time it's important you spend it working in your zone of genius. Here's an exercise to help you identify which tasks you *should be working on*.

USING THE GRID ON THE NEXT PAGE, FILL IT IN AS FOLLOWS:

SQUARE 1:

What are you doing in your business that you WANT TO DO?

SQUARE 2:

What are you NOT doing in your business that you WANT TO DO?

SQUARE 3:

What are you doing in your business that you DON'T WANT TO DO?

SQUARE 4:

What are you NOT doing in your business that you DON'T WANT TO DO?

The goal of this exercise is to honour your own time and how you prioritise it. By seeing the tasks in the above square you can now plan.

1. Circle the tasks in squares 1 and 4. Those tasks are what you should be doing, they are contributing to your business.
2. Now circle the tasks in squares 2 and 3. These are what you want to see removed from your box the next time you do this exercise, these tasks are not contributing to your business ... or your passion in what you do.

By identifying and delegating tasks in square 3 you'll free up the time, energy and motivation to do more of what's in square 2.

Pin the square where you see it every day as a reminder that the quality of how you spend your time is in your hands.

DOING NOW

NOT DOING

WANT TO DO

DON'T WANT TO DO

CREATING A WISHLIST

If a to-do list is everything you need to get done (in the next week to officially be a to-do!) then a wishlist is everything else.

A wishlist is a list of those tasks you:

- Don't get around to
- Can't do
- Deem low priority
- Create nagging noise in your head
- Often (sadly) are in your genius zone
- Think too hard
- Make too big

If you keep them in a list on your phone, in your project management system or just in a doc, then you can add to them as other tasks come to mind.

TIP: If you categorise the tasks by the amount of time they'll take, when you get a spare 5 minutes, 10 minutes or an hour you'll know which task to choose to tick off.

Imagine if you committed to completing one wishlist item per week ... how would *that* feel!

"Most of us spend too much time on what is urgent, and not enough time on what is important."

Steven Covey

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