



FREE GUIDE

YOUR VA

HOW TO COMPLETE  
MORE OF YOUR  
TASKS

When you're busy running your own business it's not possible to do **everything** that needs doing when it needs doing by.

This guide walks you through some of the ways you can **make the minutes count** (to get the job done).

## TASKS YOU KEEP FORGETTING

Many of the tasks we forget, are the most boring ones!

To avoid this, schedule dedicated time to do them. Note them as they occur in the calendar event (or in your to-do list app).

When you're mentally prepared to accomplish, and have the time set aside to work on it, it will just become another routine. Even taking 30 minutes once or twice a week to chip away at these forgettable jobs is a small but critical change for your productivity.

Or, if you've been reading our guides you'll know these tasks aren't necessarily in your zone of genius. Remember the task rule:

- Delegate
- Elevate
- Automate
- Terminate

**The quickest way to get more things done is to get smarter about what you're doing.**

## TASKS YOU DREAD DOING

If you aren't putting something off because you're forgetting about it, you're probably avoiding it on purpose. A big reason people tend to dread a specific task is because it's not a small job and simply starting is daunting. So step #1 is breaking it up into smaller, achievable tasks.

Having a project-specific to-do list that is clear about what steps something will take to get done will make any task less intimidating. However, if you find yourself with a list of to-do's at the beginning of every day with each one longer than the last, try being more concise so you don't overwhelm yourself. If you schedule your time carefully and mark how long each step will roughly take, you could surprise yourself when you have a spare 15 minutes and use that time to tick off one more step.

Make sure to keep any deadlines in mind, but with a good outline, you can do more with less time than you realise. But when you finally complete a task, whether it's just a couple of big steps or the whole project, make sure to take some time to celebrate and enjoy even the mini-victories, and reward yourself with some time to recharge.





## **WHEN YOU SIMPLY DON'T HAVE TIME**

Even the most productive people in the world still struggle with time to get everything done. You can't do everything all at once and in business, prioritising is a major part of meeting deadlines and maximising productivity. It's also important not to overwork yourself, so naturally, there are tasks that seem impossible to schedule. To combat this, open communication with yourself and your team is of the utmost importance. Being honest with yourself about what you can realistically achieve with a high standard is key, and if you are open about needing help you are that much closer to getting things done.

Another strategy is to reconsider the value of a task, because if a job that doesn't need your specific skillset to be completed then it could be automated by a system, delegated or outsourced to another party, or even eliminated entirely. Luckily for you, a VA can help you out with this decision and executing these changes!

**FOR THOSE TASKS YOU  
CAN DELEGATE ...**

**ONGOING HELP!**

**BOOK A DISCOVERY CALL TODAY**

**NEED HELP IN A HURRY?**

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