



EMILY BLADES - VIRTUAL ASSISTANT

OUTSOURCING TASK WORKSHEET

Use to identify which daily tasks could be outsourced

Throughout your working day, when you complete a task add it to one of the columns below.

Once you've successfully outsourced the tasks from column three revisit the tasks in column two if you would still like to free up more of your time.

KEEP

Tasks which you enjoy
and need to be done by
only you

REVIEW

Tasks which you enjoy
but where your time
could be better spent
elsewhere

OUTSOURCE

Tasks which you don't
enjoy doing or that
don't play to your
strengths