

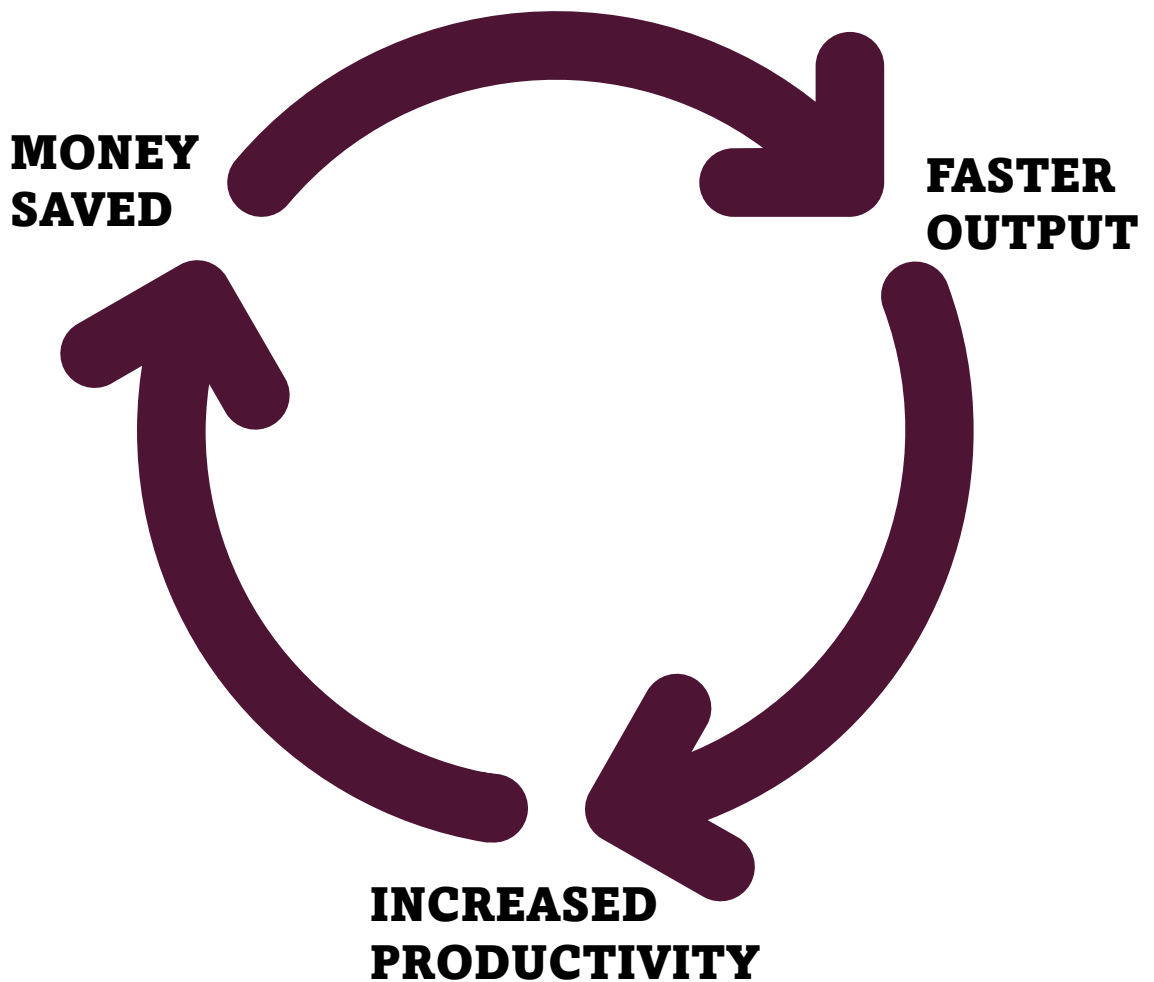


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DETERMINE HOW OUTSOURCING CAN HELP YOUR BUSINESS

A GUIDE TO DETERMINE WHICH TASKS TO OUTSOURCE, THAT
WILL SAVE MONEY AND SUPPLEMENT YOUR STAFF, QUICKLY

REASONS TO OUTSOURCE TASKS & PROJECTS



- IMPROVE EFFICIENCY AND PRODUCTIVITY
- GET THINGS DONE MORE QUICKLY
- CUT DOWN ON OVERHEAD COSTS
- FREE UP YOUR TIME, TO FOCUS ON THE BUSINESS, OR WHATEVER ELSE NEEDS YOUR ATTENTION





How Does Using Freelancing as a Solution Fit My Business?

It's important to understand how outsourcing can impact your workflow. There are three areas that effect business profitability: people, processes, and tools. So, here's what you should consider:

1. **What's the Key Value for YOU?** The key is to address those needy items that cost you time, and pivot to refocus and prioritize the valuable work over the urgent. When you do this, you begin to see what you **don't** need to focus on.
2. **Is it part of your core business?** Now is the time to assess the skills needed for your business to succeed. What talent and skills do you have that run your business? What are you NOT skilled at, and what's the most cost-effective way to acquire those resources?
3. **Can it be done virtually?** Some tasks need to be done in person, there's no getting around that. However, consider outsourcing anything else. Remote teams give you access to larger talent pools with a range of skill levels, at a fraction of the cost of a full hire.

Outsourcing is one of the key business solutions to utilize people, processes, and tools, to create the most efficient and effective workforce available.






Let's start by looking at your daily tasks, to determine what is really on your to-do list and how much time each task takes.

Find the Task Outsourcing Worksheets, on the next two pages. Carefully list out all of the things you do at work, daily. Make sure to break down larger projects or tasks into very specific items.

Next, assess each of these tasks to determine its priority, according to your business, and assign it to one of these two categories. In the last column of the worksheet, enter either a B or a C, based on if it's a BASIC task or a CORE task:

1. **BASIC** - Are the tasks that are part of the daily grind that just need to get done.
 2. **CORE** - Are those tasks that need your expertise or talent and are imperative to the core structure of your business.
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TASK OUTSOURCING WORKSHEET

First, start by listing all your daily tasks. Make sure to break them down into specific tasks and add how much time it takes to complete them.

[illegible]

Response	Percentage
Yes	68%
No	28%
Don't know	4%

Here's a second sheet for additional tasks that may not have to be done daily, but still take up your time on your schedule

[illegible]



Things to Consider

1. Tally up time spent on the Basic and Core tasks. How much time do you spend on non-core tasks?

2. Let's consider what your hourly rate of pay is. As an example: If you think, as the owner, you should make \$100/hr., then any task with a B next to it... you are paying your salary for. Those tasks that you DO NOT want to pay \$100/hr. for are the ones you should consider outsourcing. List those out, here:

3. How could your business change/benefit from getting back all the hours spent on the tasks listed as Basic?

4. What Core tasks should you be concentrating on more, to help your business succeed?

5. What's your next step to create a solution to get your time back?

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**THE WAY TO GET STARTED IS TO
QUIT TALKING AND BEGIN DOING.**

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