

**YOUR
BUSINESS
WINGWOMAN**

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IDENTIFYING TASKS TO OUTSOURCE

This worksheet is a tool to help you identify business support tasks you could outsource, allowing you to concentrate on what you love.

Note down each task on your to-do list in the appropriate column. Keep this worksheet handy for a few weeks, and note every task you perform. You might be surprised at how many tasks you could delegate. The LOATHE and LIKE lists are for tasks you could outsource, freeing up your time for the tasks you LOVE!

LOATHE These are tasks that must be done, but you dislike doing them or they're not a good use of your time.	LIKE These are tasks that need doing, and you don't mind doing them, but they don't necessarily need your touch.	LOVE These are tasks you love doing and wouldn't want to outsource. These are your zone of genius!

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