

FEELING OVERWHELMED?

DELEGATION EXERCISE

**Outsource the tasks you
loathe to focus on the tasks
you love!**

**CONTACT ME:
SADIE@SADIEFINCH.COM**

DELEGATION EXERCISE

This exercise will help you to focus on the tasks that are important to you and identify areas that should or could be outsourced.

To get the most out of this exercise:

- Fill in every task you can think of for each page - you may find it useful to have this sitting on your desk and add tasks as you work through your day as there are likely to be things that you do automatically.
- Use the LOATHE and LIKE lists to identify areas where you may be able to delegate or get some additional support.
- Make a plan to outsource those items so that you can get back to focussing on the tasks you LOVE!

I'M ALWAYS HAPPY TO HELP WITH ANY
QUERIES SO DROP ME AN EMAIL:
SADIE@SADIEFINCH.COM

HOW DID THAT GO?

In case you are struggling to come up with tasks that could be outsourced, here's a list of tasks that I regularly perform on behalf of my clients:

- Asana set up and maintenance
- Bank reconciliation
- Client contracts
- Client onboarding
- Client relations/management
- Creating Canva graphics
- Diary management
- Document typing/formatting
- Email handling
- Finance system set up and maintenance
- Invoice chasing
- Process receipts/expenses
- Send invoices
- Track leads/sales
- Trello set up and maintenance

DROP ME A MESSAGE TO LET ME KNOW
HOW YOU GOT ON!
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