

How to delegate to a V.A.



Start by listing ALL the jobs you need to do in your business:

Tips:

1. Number each one - this will make the next page easier!
2. Just start by listing them as you go along each day - don't make this another to-do list item!
3. Click [HERE](#) for an editable version of this document.

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Now, divide the list above into the following categories:

(If you numbered the list on the first page, then just add the numbers to the boxes!)

Jobs/Tasks ONLY YOU can do:	Jobs/Tasks you NEVER do:
Jobs/Tasks you HATE doing:	Jobs/Tasks you LIKE doing:
Jobs/Tasks that take TOO LONG to do:	