

Management Pillar: Outsourcing Your "Busywork" To Free Up Time



It's critical that you continually offload, delegate, and outsource your "busywork" to free up more and more time to focus on the high-leverage activities of your business. This is a continual process, and must be done on a regular basis. First, start by identifying one hour per day of activity that is the lowest "skill level" activity. Next, identify or recruit someone to outsource this work to, and delegate the work by creating a process, tracking system, and feedback system.

Identify Your Daily "Busywork"...

Where are you spending an hour or more per day doing things that are below your level of skill, and aren't contributing to your success in a "leveraged" way?

Delegate Or Outsource Effectively...

List the KEY talent of the person you're going to find to do this busywork for you, then list key action steps of the process along with the key elements that will need to be included in the tracking and reporting: