



What could I use a VA for?

This tool can help you focus on the things that are important to you and identify tasks which you could potentially outsource.

1. Think of EVERY task on your To Do list and identify tasks that you could potentially outsource
2. Use the LOATHE and LIKE lists to identify tasks that someone else could take off your hands
3. Let's chat about the tasks you identify so you can get back to doing the things you LOVE

LOATHE

Tasks that you NEED to get done but you don't like doing and/or they are not a good use of your time.

LIKE

Tasks you need to get done that you like/don't mind doing BUT they don't need to be done by you.

LOVE

Tasks you LOVE doing and wouldn't want to outsource! The tasks that make you enjoy running your business!