Delegate to Get Tasks Off Your Plate Worksheet™

UNBOUND

<u>Buy Back Your Time (Part 1):</u>

What tasks to delegate so:

You can do more tasks that pay you,

And/or energise you.

The buy back your time worksheets are designed to give you more time, energy and capacity for money making tasks and to do more of the things you actually want to do.

Business owners wear lots of hats, and if you don't have an assistant - you're wearing this hat too.

Many business owners keep doing low value, energy-draining tasks for too long for a few reasons:
- **They don't want to give up control (however you can't have freedom and control at the same time)**
- **They don't know where to start (these worksheets will guide you)**
- **They've tried it before and it was a nightmare (with the right processes you'll succeed more times than you fail)**
- **They don't have time (you'll never have time unless you start delegating)**

How to use this Worksheet: type this up on a separate document (or grab a pen & paper if you wish) + answer the Q's below.

WHAT TO DELEGATE - STEP 1: CALCULATE YOUR HOURLY RATE
CALCULATE YOUR HOURLY RATE: Step 1 is understanding how much tasks are costing you to complete yourself. Here's the formula to quickly work this out: Your income / 2,000 = your approximate hourly rate (Income includes salary + dividends + personal expenses you put through the biz e.g. travel) Example: £50,000 / 2,000 = £25/hour Every task you complete that takes you an hour, but earns you less than £25 is costing you money. Or the other way you can look at it is this is how much you can afford to pay someone to take tasks off your plate.

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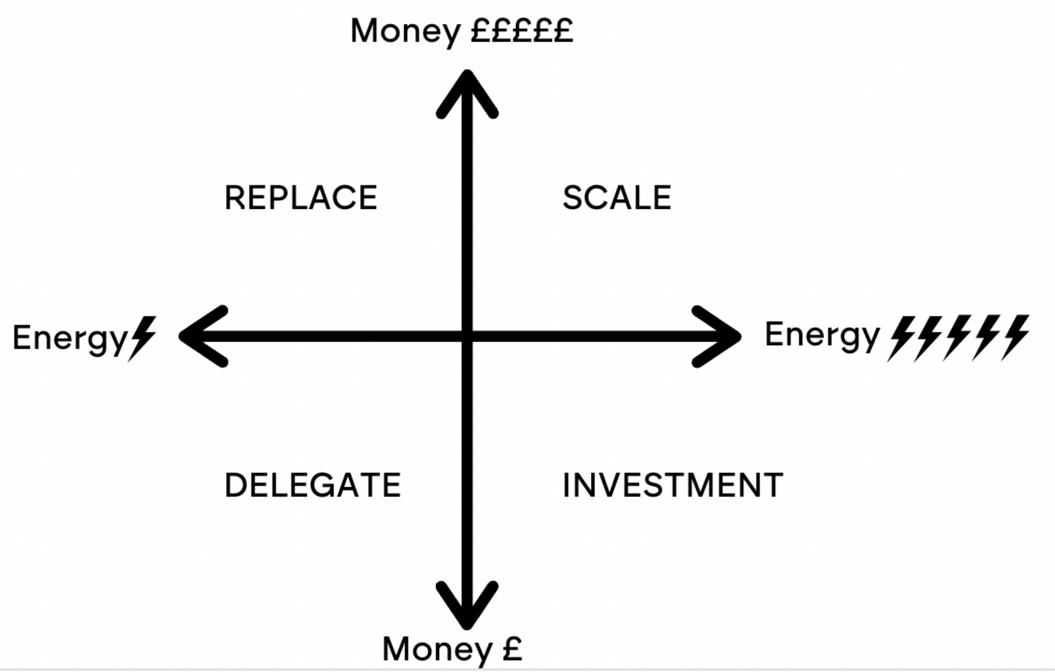
WHAT TO DELEGATE - STEP 2: THE ENERGY / MONEY MATRIX

THE ENERGY / MONEY MATRIX:
Step 2 is auditing your time to identify the highest priority tasks to get off your plate.

The best way to do this is to list all the tasks you've completed for the last 2 weeks. E.g. if you block time in your calendar for tasks or keep a record of them in your journal, list everything out. If you don't have a record of the tasks - write down everything you do for 1 week - you can do this by setting a timer to go off every hour and write down what you're doing.

- Next to each task, rate it £, ££, £££, of ££££ based on how much money it earns you.
- Then rate each task ⚡, ⚡⚡, ⚡⚡⚡, or ⚡⚡⚡⚡based on how much it energises you.
- Plot each task on the Energy / Money matrix based on the £ and ⚡ rating.



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WHAT TASKS WILL YOU DELEGATE?	YOUR ANSWERS
1. The priority is tasks in the bottom left-hand quadrant (low money / low energy). *These tasks can generally be outsourced / delegated to an assistant* 2. Next, we want to delegate the tasks in the top left-hand quadrant (high money / low energy). *These tasks generally require more skill, so require a more expensive hire/supplier/contractor to delegate them to* 3. Where will you reinvest the time after you've delegated the tasks? *The bottom-right quadrant (low money / high energy) is investments in your business and yourself e.g. speaking on podcasts, networking events, personal development, recovery, exercise* *The top-right quadrant (high money / high energy) are things we want to scale and invest more of our time in asap.*	