

# The VA Delegation Worksheet

*This worksheet will help you to decide what you can delegate to a virtual assistant.*

## STEP ONE:

Over the next couple of days, keep this sheet next to you as you work and jot down any online tasks you work on throughout your day:

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## STEP TWO:

At the end of the week, highlight any task on the initial list that doesn't need to be completed by YOU. Then, rewrite that list below, prioritizing the tasks from high to low:

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CONGRATULATIONS! YOU NOW HAVE AN "OUTSOURCE" LIST! THIS LIST CONTAINS ALL THE TASKS YOU CAN DELEGATE TO A VIRTUAL ASSISTANT.

NOW IT'S TIME TO THINK ABOUT ALL THOSE PROJECTS YOU HAVE ON THE BACKBURNER.

# The VA Delegation Worksheet

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**STEP FOUR:**

Now list all the little projects that "would be nice to do if I had more time":

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**STEP FOUR:**

As before, highlight whatever task or project that doesn't need to be completed by YOU. Rewrite the list, prioritizing from high to low:

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**THE TOP TWO OR THREE PRIORITIES ON THIS LIST ARE EXCELLENT PROJECTS TO DELEGATE TO YOUR VIRTUAL ASSISTANT!**

WHILE MANY BUSINESSES CAN BE DIFFERENT, MOST TASKS ARE VERY SIMILAR. IF YOU KNOW SOMEONE WHO CAN BENEFIT FROM USING THIS WORKSHEET, PLEASE SHARE IT WITH THEM. THANK YOU!