THE EXECUTIVE SUPPORT OUTSOURCING WORKSHEET

THE EXECUTIVE SUPPORT

As an early stage entrepreneur, you are likely the only person working in your business. This means you wear many hats. To become the CEO of your business, and to spend your time on activities that a CEO should spend their time on, you need to delegate specific tasks and responsibilities to others.

Use this worksheet to help identify what tasks you should delegate immediately, and which ones you should plan to delegate in the future as you shift from working IN your business to working ON your business.

CALCULATE YOUR HOURLY RATE

$$\div \qquad =$$

_____   _____   _____
Monthly Income Goal   # of hours worked   Target hourly rate

CALCULATE THE VALUE OF THE ACTIVITIES REQUIRED TO RUN YOUR BUSINESS

Use the table provided to on the next page to list all of the activities involved in running your business, and help identify which activities you should delegate to others.

In the first column , list all the activities involved in running your business (graphic design, bookkeeping content creation, email marketing, project management etc.).

In the second column add the approximate hourly rate of each activity (the cost to delegate it to someone else). As a simple example, less than $20, $20 – $50, $50 – $100 and over $100.

In the third column, categorise each activity as either:

1. Should do (high value and you enjoy it)
2. Should not do (low value, below your target hourly rate)
3. Don't want to do (you don't enjoy doing it)
4. Can't do it (not your strength / skill set)

LIST OF ACTIVITIES INVOLVED IN RUNNING YOUR BUSINESS.

THE EXECUTIVE SUPPORT

Activity	Hourly Rate $	Category

Activity	Hourly Rate $	Category
Activity	Hourly Rate $	Category

ASSIGN TASKS WITH SIMILAR SKILLS AND HOURLY RATES TO SPECIFIC ROLES:

Role

Average Hourly Rate

Tasks

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- --
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Role

Average Hourly Rate

Tasks

- --
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Role

Average Hourly Rate

Tasks

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Role

Average Hourly Rate

Tasks

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Role

Average Hourly Rate

Tasks

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Role

Average Hourly Rate

Tasks

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OUTSOURCING TOOLS

PROJECT MANAGEMENT

- ASANA
- TRELLO
- BASECAMP
- MONDAY

FILE SHARING

- GOOGLE DRIVE
- ONEDRIVE (MICROSOFT)
- DROPBOX
- LASTPASS

COMMUNICATION

- SKYPE
- ZOOM OR TEAMS
- SLACK
- WHATSAPP