



# Delegation Checklist

This checklist is designed to help you identify tasks and projects that could be delegated to a virtual assistant. Think of it as a tool to assist in estimating the number of hours needed for weekly and monthly support. It will take some time to complete, but when you're finished you will have a much better feel for where you're spending (or wasting) your time as well as how much time you will gain for more productive activities.

Feel free to add to the list as needed and be sure to give some thought to the questions on the last page.

Task Description	Time Spent on Task			Seasonal	Delegate ✓
	Daily	Weekly	Monthly		
<b>ADMINISTRATIVE</b>					
Internet Research				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Proofreading				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Article Writing and Article Submissions				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact and Calendar Management				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Process Documentation and Internal Forms/Templates				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Creating and Maintaining Spreadsheets				<input type="checkbox"/> Yes <input type="checkbox"/> No	
PowerPoint Presentations				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Travel Arrangements				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Planning				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Press Release Submissions				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Task Description	Time Spent on Task			Seasonal	Delegate ✓
	Daily	Weekly	Monthly		
<b>MARKETING &amp; SALES</b>					
Blog – Creation / Marketing / Updates (Wordpress.org, Wordpress.com, Typepad, Blogger)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Tele-Seminar Management (Write Promo, Auto-Responders, Reminder Emails And Faxes, Set-Up Teleconferencing Line, etc.)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
E-zine / E-newsletter Creation / Maintenance (1ShoppingCart, InfusionSoft, Constant Contact, Aweber, Vertical Response, etc.)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Manage Social Networking (Facebook, LinkedIn, Twitter, MySpace, etc.)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Desktop Publishing (E-books, Flyers, Brochures, One-Sheets, etc.)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
CRM Management / Shopping Cart Set-up / Maintenance				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Personal Marketing – Interview Opportunities Online/Offline (Radio, Print, TV)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>WEB &amp; DESIGN</b>					
Website Management – Design, Update, Squeeze Pages, Event Promo Pages, Analytics, SEO, Submit to Search Engines				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graphic Design (Logo, Marketing Collateral)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Content Management Systems Maintenance				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Online Audio & Video Maintenance				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>PARTNERS &amp; AFFILIATES</b>					
Affiliate Research and Management				<input type="checkbox"/> Yes <input type="checkbox"/> No	
JV Partner Management				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>OTHER</b>					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Additional Questions To Ask Yourself

1. Which recurring tasks do I dislike the most? What happens if they are not completed on time?

2. What is the most time consuming non-revenue-producing task that I have to do?

3. Which tasks never seem to make it to the top of the list? Why?  
a. Do they contribute directly/indirectly to producing revenue?

4. Are there any revenue-producing tasks that are not getting done because I either don't have the time or don't have the knowledge to do them?  
a. If yes, what are they?

5. If I could only \_\_\_\_\_, I could relax a little.

6. If I could \_\_\_\_\_, I would make more money.

7. What do I need to do to take my business to the next level?

I hope this checklist is helpful in analyzing how you spend your time and identifying what things could be delegated to make you more efficient and more successful. If you're ready to move forward or you have comments/questions, please email me at [kimc@virtualadminpro.com](mailto:kimc@virtualadminpro.com). Here's to your success!