

DELEGATING TEMPLATE

GUILT-FREE DELEGATING FOR DIY ENTREPRENEURS



Step 1: The DIY Trap

You are the MVP of your business! Every time you do a task that takes from your talents, you lose revenue opportunities.

Let's walk through where the task drain is happening and empower you to delegate without guilt.

Using your favorite tracking system (paper, notes app, voice note, video), list all your tasks for a week. Brain dump everything; the order doesn't matter. Just get it out.

Now, Let's Sort it!

TASK	ENERGIZING/\$\$	DRAINING/DELEG	ELIMINATE

Creating your own task log allows you to see where you are spending time, recognize productivity patterns, and take steps towards guilt-free delegation.

Action Step: Choose One Task to Delegate This Month

Step 2: Revenue Opportunities

After mapping out the tasks that are energizing and DO bring revenue, calculate the amount of revenue you could generate each week in potential sales if you were able to focus on what you do best. Then compare that to the cost of hiring a freelancer or staff member to assist.

TASK	HRS/WK	REVENUE	STAFF \$\$

Many times, you will find that the math isn't mathing to keep DIY'ing your operation. Time to scale! What if the numbers show you still have to be a person of many hats? What then?

Step 3: The Power of Community

We know it can seem impossible to get help as a new business trying to make it on your own. In fact, that's why community is so important for entrepreneurs and small business owners.

- Start small – Even outsourcing 5 hours a week can create more time for creativity.
- Trade services – Collaborate with another entrepreneur to exchange skills.
- Use affordable freelancers – Platforms like Fiverr, Upwork, or local assistants can assist with social media, emails, and editing tasks.
- Attend your Chamber of Commerce networking events and get to know other small business owners.
- Check out your local fairs and events for business networking opportunities. You may meet people willing to swap skills.

Step 4: Make Like Elsa & Let it Go!

Recognizing that not every task is essential for your business's growth is vital. Learn to differentiate between tasks that contribute to your success and those that merely fill your to-do list.

You're past the days of busy work and justifying your day with perfect to-do lists. Quality over quantity is the name of the game now!

Continue to assess your tasks and streamline your efforts. **It's time to focus on your true passions and let go of the rest.** By doing so, you free up mental space and energy for the work that genuinely matters.

Your journey toward effective delegation starts here—embrace it!

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