



Transcript: Spend the Time or Delegate the Task (Part 2 of 2)

In this part two podcast I provide further information on how to get away from the entrepreneurial affliction called “Do It Yourself Disorder. Framing your support needs and thinking them through will result in a clear direction that supports your needs and those of your organization and you'll save time and money in the long run. It really is all about the planning.

Hi, I'm Barbara Best and this is Humans Working Remotely. A podcast where I'll show you how to meet the expanding needs of your organization. By utilizing alternative solutions for operational staffing, through expert insight and meaningful conversations with business professionals, we'll talk about common challenges and proven strategies that will provide you with more time to focus on your organization's mission, relationship building and other high value growth activities.

It's often easy to fall into the trap of trying to do everything yourself. This can lead to greater stress and fatigue, and less free time for more enjoyable pursuits. It is also often completely unnecessary. Here are five tips to help you decide if you should spend your precious time on a task or if you should delegate it.

1. Is this something you can do? This is an easy one. If you have to do the accounting, but if you're not an accountant and have no idea how to do it, it's time to hire a professional.
2. Is it something someone else can do? You may be great at a given task, but you also have someone else on your team who is just as capable. Consider passing it along to this person and thereby freeing up your time for other things that require your attention.
3. Is it absolutely necessary that you be the one to do the task? This is where a lot of people get stuck. Does it have to be you writing the newsletter? Does it have to be you entering data into a database? There quite often a lot of routine administrative tasks that don't require your personal attention.
4. Is it something you really enjoy doing? Perhaps you love making store displays or designing marketing materials; by all means continue doing so, you can delegate many other tasks to give you the time to work on these items.
5. Is it worth it to do it yourself? You may be perfectly capable of filing your business's taxes, but is it worth the long hours of your time to do so? Or would it be more efficient to hire an accountant to do it for you? Don't forget your time is valuable.

In closing, I'd like to thank you so much for listening. I hope this information was helpful and I look forward to providing more. I'm Barbara Best CEO of Virtual Works Inc.

Here's a few action steps:

- Please feel free to leave me comments or feedback on this platform.
- You can always drop me a line if you'd like to be considered for a future podcast at info@virtualworks.ca
- You can visit our website at www.virtualworks.ca
- And you can always find us on LinkedIn at www.linkedin.com/in/virtualworks

“Are you struggling with getting things done? Are there projects always on the back burner? We can help! Take a moment to fill out our services questionnaire <https://forms.gle/MDZ88vGCfsL8KJku8> as a first step to get things off your plate!”



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