

OUTSOURCE TO SARAH'S

# Outsourcing Wishlist | Prompts & Exercises

I've worked with creative small business owners for nearly a decade. Here's exactly what I recommend you consider as you brainstorm what to outsource in your business!

If you run into any issues working through this or have questions, please email me at [sarah@outsourcetosarah.com](mailto:sarah@outsourcetosarah.com). I'm happy to help in any way I can!



# PROMPTS & QUESTIONS

- What are tasks I personally don't need to do?
- What are the tasks I don't WANT to do?
- What are the tasks I SHOULD be doing, but don't do?
- What big goal/projects have I kept pushing off until next year?
- Which tasks are preventing me from spending time working in my zone of genius?
- Which tasks do I do seasonally that I either forget about or dread doing? (Example: catch-up work after busy season, ordering albums, preparing for holiday sales, etc).
- How could I invest my time if I freed up 10, 20, or 40 hours of my work month?
- “My business would run smoother if...”
- “I would feel less stressed if this were different...”
- “This system in my business is out of control & needs organizing...”

# EXERCISES

Make a copy of the attached Google Doc & use as you work your way through these next exercises.



**[CLICK HERE TO GRAB THE WISHLIST DOC!](#)**



- Write down every step included in your process for your product/service. Review the list & mark which items can be delegated, automated, and which tasks only YOU can do.
- Which tasks are considered high-priority (aka these needed to be done yesterday and will be the first thing you'd delegate) OR tasks that need to be completed on a daily basis to keep the ship running?
- Which projects have you always wanted to do that you'd delegate if you had consistent, ongoing support?