



LIVING IN THE VIRTUAL WORLD

WHAT'S ON MY PLATE

Deanna Seaton

THERE IS NO GETTING AWAY FROM IT

To be successful you need to work smarter not harder. Delegating is one of the most beneficial skills a small business owner can learn. You don't have to provide anything other than the work that needs doing. That can be a huge relief in itself.

But many people are still reluctant to consider outsourcing. They worry about the cost, whether it will slow them down or even if they'll lose control of their business. Or that it won't be done 'right'.

Here are 6 tips to make delegating a seamless process. The time and energy will never be better spent, no matter what your line of work is.

Here's what's on my plate,
Deanna

VA
VIRTUAL ASSISTANT

Your VA 4 Today



Let Go

Start by being okay with letting go. Don't try to do everything yourself in your business. Instead, find people who are talented and experienced, and can help you grow your business more quickly.

Be strategic

When delegating a task, choose someone who can perform the work and possesses the necessary skills. If you choose someone who is both capable and available, you can be sure that the task will be done right.

Set expectations

Explain what you want and identify the result and the timeframe in which it needs to be completed. Set a specific end date for smaller tasks and for larger tasks set a time to check in and a routine of check-ins spread out to completion.

Step back

Once you've delegated a task, step away. Micromanaging is frustrating for both you and the person you delegated to, and often actually impedes progress and results.

Trust

If you want someone to be fully committed to a task, give them ownership of it. If you check in too often with questions or instructions, they might assume that you don't trust them. Set a schedule of check-ins at the beginning of the task and try not deviate from it.

Look for Accountability

Be sure it is completed to your standards, and that the results are satisfactory. Discuss any problems there might have been so they can be fixed for the future. Everyone likes to hear they have done a task well but don't neglect to give constructive feedback.

About Me

YourVA4Today is me, Deanna Seaton.

I solve one big problem for my solo and small business clients: I keep their businesses running smoothly.

When you work on your own, it's all up to you. My role is to handle all the details and all the minutiae - the things you hate doing - so that you can get back to work.

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