

Date of audit:

[illegible]

| 3. Based on 1 and 2 above, tasks I want to outsource: |  |  |  |  |
|-------------------------------------------------------|--|--|--|--|
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |
|                                                       |  |  |  |  |

Hopefully that was time well spent and you've now identified some tasks that you can outsource to make your life easier and your business more productive.

If you're ready to take that step and you think I might be someone you'd like to work with, please email me at [denise@dw-vpa.co.uk](mailto:denise@dw-vpa.co.uk) and I'll be in touch soon. If I'm not able to help, I'll do my best to find you someone who will.

If you haven't identified anything at the moment, then why not hang on to this checklist and do another audit in a few months time?

Denise