Delegate or Die!

Evaluate each task and place a mark or comment in the appropriate section. If the item does not apply to your situation, please mark N/A.

TASK	I do this	I need to do this	Somebody else could do this	N/A
GENERAL BUSINESS				
Create Daily To-do list	☐	☐	☐	☐
Review my goals	☐	☐	☐	☐
Check emails	☐	☐	☐	☐
Return email	☐	☐	☐	☐
Manage my email contact list	☐	☐	☐	☐
Schedule calls and business appointments	☐	☐	☐	☐
Check voicemail messages	☐	☐	☐	☐
Make/return phone calls	☐	☐	☐	☐
Look up and print directions to upcoming appointments	☐	☐	☐	☐
Research people I have my next meeting/interview/etc. with	☐	☐	☐	☐
Create a weekly phone reminder of upcoming events	☐	☐	☐	☐
Create slides, PowerPoints, templates for presentations	☐	☐	☐	☐
Schedule general working hours doing the work that is at the core of my career, business, service, etc.	☐	☐	☐	☐
Sort through business mail	☐	☐	☐	☐
Update computer software and subscriptions	☐	☐	☐	☐
Manage phone contacts, phone upgrades/updates, etc.	☐	☐	☐	☐
Technical/digital services, in-home or office, Internet connection, cable routers, phone service, computers, printers	☐	☐	☐	☐
Cleanup junk off of my desktop	☐	☐	☐	☐
Delete files from my computer	☐	☐	☐	☐
Upload photos from my phone to on line file sharing	☐	☐	☐	☐
Upload videos from my phone to on line file sharing/storage	☐	☐	☐	☐
Buy office supplies	☐	☐	☐	☐
File paperwork	☐	☐	☐	☐
Book travel arrangements	☐	☐	☐	☐
Drive to and from appointments/work	☐	☐	☐	☐
Organize/clean workspace	☐	☐	☐	☐
Listen to business/interest related podcasts	☐	☐	☐	☐
Continuing education, online courses	☐	☐	☐	☐
Attending seminars, trainings	☐	☐	☐	☐
Reread notes from seminar	☐	☐	☐	☐
Schedule time to implement new techniques and advice from seminar	☐	☐	☐	☐
Work related research	☐	☐	☐	☐

TASK	I do this	I need to do this	Somebody else could do this	N/A
Re-type my notes from seminars/trainings	☐	☐	☐	☐
Schedule a time to review what I've learned with key people	☐	☐	☐	☐
Begin to implement key objectives from most recent training/seminar	☐	☐	☐	☐
Strategizing for next 90 days of my business	☐	☐	☐	☐
Review the margins on my profits/activities	☐	☐	☐	☐
Review the "fun factor" of my business activities	☐	☐	☐	☐
Review timeline for upcoming project management	☐	☐	☐	☐
Schedule time for creative thinking and brainstorming	☐	☐	☐	☐
Creative thinking and brainstorming	☐	☐	☐	☐
Schedule interviews with top leaders in industry	☐	☐	☐	☐
Meet with or interview top leaders in industry	☐	☐	☐	☐
Review and adjust tomorrow's work activities	☐	☐	☐	☐
Respond to customer service complaints and questions	☐	☐	☐	☐
Follow up with prospects	☐	☐	☐	☐
Follow up with networking opportunities	☐	☐	☐	☐
Meet with and partner with local businesses for marketing purposes	☐	☐	☐	☐
Network and build relationships with local businesses	☐	☐	☐	☐
Research and join a mastermind group	☐	☐	☐	☐
Meet with my mastermind group	☐	☐	☐	☐
Complete homework related to my mastermind group	☐	☐	☐	☐

Other:

	I do this	I need to do this	Somebody else could do this	N/A
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

TEAM BUILDING/MANAGEMENT/OUTSOURCING

	I do this	I need to do this	Somebody else could do this	N/A
Check in with personal assistant	☐	☐	☐	☐
Check in with virtual assistant	☐	☐	☐	☐
Create daily to-do list for personal assistant	☐	☐	☐	☐
Create daily to-do list for virtual assistant	☐	☐	☐	☐
Create a calendar of recognizing and rewarding my team	☐	☐	☐	☐
Organize and run team training	☐	☐	☐	☐
Schedule team training	☐	☐	☐	☐
Collect RSVP for team training/meeting/call	☐	☐	☐	☐
Create a list of jobs to outsource	☐	☐	☐	☐
Manage projects by virtual staff/Elance	☐	☐	☐	☐
Research Elance job descriptions	☐	☐	☐	☐

TASK	I do this	I need to do this	Somebody else could do this	N/A
Research average pay for these types of jobs by freelancers	☐	☐	☐	☐
Check in with freelancers daily	☐	☐	☐	☐
Send videos to Elance to be edited	☐	☐	☐	☐
Send photos to Elance to be edited	☐	☐	☐	☐
Connecting with staff or key people	☐	☐	☐	☐
Brainstorm recognition ideas for team	☐	☐	☐	☐
Create a questionnaire so I know what my key customers or employees/staff would like for recognition (interests, sizes, hobbies, etc.)	☐	☐	☐	☐
Plan a team-building event (even if just online)	☐	☐	☐	☐
Check in with key customers (weekly, monthly)	☐	☐	☐	☐
Create videos/screen flows to teach staff key responsibilities	☐	☐	☐	☐
Create screen flows for all online activities I do regularly	☐	☐	☐	☐
Create a video or audio recording of the training I regularly repeat	☐	☐	☐	☐
Research best virtual staff/team management platform	☐	☐	☐	☐
Research teambuilding activities	☐	☐	☐	☐
Conduct team building meetings/trainings	☐	☐	☐	☐
Send daily check in messages with key people	☐	☐	☐	☐
Schedule time to connect with top customers, key people in social media	☐	☐	☐	☐
Pay employees or consultants	☐	☐	☐	☐
Review hours of employees or consultants	☐	☐	☐	☐
Performance reviews of employees or consultants	☐	☐	☐	☐
Review health benefits for employees	☐	☐	☐	☐
Meet with employees regarding any grievances	☐	☐	☐	☐
Meet with clients, customers, patients	☐	☐	☐	☐
Review taxes (Quarterly, monthly)	☐	☐	☐	☐

Other:

	I do this	I need to do this	Somebody else could do this	N/A
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

GENERAL SOCIAL MEDIA, MARKETING & EMAIL MARKETING

	I do this	I need to do this	Somebody else could do this	N/A
Find inspiration for social media content	☐	☐	☐	☐
Review top competitors' social media activity for inspiration	☐	☐	☐	☐
Create a social media calendar	☐	☐	☐	☐
Research "cliff notes" on recent changes/practices in social media	☐	☐	☐	☐
Send my latest call/meeting or training off to be transcribed	☐	☐	☐	☐
Create blog posts / article from my last transcription	☐	☐	☐	☐
Create tweets and Facebook posts from my last transcription	☐	☐	☐	☐

SMART
Success

TASK	I do this	I need to do this	Somebody else could do this	N/A
Organize photos and video files for use on social media	☐	☐	☐	☐
Interact with top customers, clients, prospects, etc. on social media sites	☐	☐	☐	☐
Create free content (articles, videos, tutorials, reports, etc. to attract new email subscribers)	☐	☐	☐	☐
Proof read my free report/ebook	☐	☐	☐	☐
Create monthly newsletter	☐	☐	☐	☐
Proof read newsletter	☐	☐	☐	☐
Manage collection of new subscribers to my newsletter	☐	☐	☐	☐
Schedule live webinar	☐	☐	☐	☐
Create content for live webinar	☐	☐	☐	☐
Promote my live webinar in social media	☐	☐	☐	☐
Create slideshow and presentation for webinar	☐	☐	☐	☐
Download images and stock photos for webinars and info-graphics	☐	☐	☐	☐
Research best webinar platform	☐	☐	☐	☐
Write email chain for live webinar attendees	☐	☐	☐	☐
Write follow up campaign for those who attended/missed	☐	☐	☐	☐
Develop a better logo or branding	☐	☐	☐	☐
Research topics for ebook or free reports	☐	☐	☐	☐
Schedule photo shoot for better branding	☐	☐	☐	☐
Edit photos	☐	☐	☐	☐
Select photos to use	☐	☐	☐	☐
Write articles regarding my ebook or free report for other websites	☐	☐	☐	☐
Submit articles regarding my ebook or free report to other websites	☐	☐	☐	☐
Rewrite email sequences for my new customers	☐	☐	☐	☐
Proof read emails in my email sequences	☐	☐	☐	☐
Create a thank you video or email message for customers	☐	☐	☐	☐
Research best lighting and video equipment for social media videos	☐	☐	☐	☐
Add Google+ link to email signature	☐	☐	☐	☐
Add Facebook Like Page to email signature	☐	☐	☐	☐
Add Twitter profile to email signature	☐	☐	☐	☐
Add Pinterest profile to email signature	☐	☐	☐	☐
Add YouTube profile to email signature	☐	☐	☐	☐
Other:				
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

TASK	I do this	I need to do this	Somebody else could do this	N/A

FACEBOOK

TASK	I do this	I need to do this	Somebody else could do this	N/A
Develop a better plan for use of my FB Like page	☐	☐	☐	☐
Write and schedule Facebook updates	☐	☐	☐	☐
Manage my Facebook inbox	☐	☐	☐	☐
Click "like" when anyone responds to my posts on Facebook	☐	☐	☐	☐
Create Facebook banner art that changes weekly or more often	☐	☐	☐	☐
Interact with new Facebook followers	☐	☐	☐	☐
Create videos to upload to Facebook Like page	☐	☐	☐	☐
Check stats on Facebook Like Page	☐	☐	☐	☐
Learn how to use Facebook Power Editor for ad's	☐	☐	☐	☐
Import look-a-like audience to Facebook for targeting	☐	☐	☐	☐
Create and split test Facebook ads (min. $5 per week)	☐	☐	☐	☐
Monitor Facebook ads	☐	☐	☐	☐
Watch a course to get better at Facebook ads	☐	☐	☐	☐
Review Facebook pages like mine	☐	☐	☐	☐
Analyze patterns and success on Facebook pages like mine	☐	☐	☐	☐
Interact and comment on Facebook	☐	☐	☐	☐
Create dark posts on Facebook	☐	☐	☐	☐
Create Canva type images for Facebook	☐	☐	☐	☐
Analyze best time to post on Facebook	☐	☐	☐	☐
Research top hashtags to use on Facebook	☐	☐	☐	☐

Other:

	I do this	I need to do this	Somebody else could do this	N/A
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

INSTAGRAM

TASK	I do this	I need to do this	Somebody else could do this	N/A
Post daily photos/videos to Instagram	☐	☐	☐	☐
Research adding Feature accounts	☐	☐	☐	☐
Find content to feature on my Instagram feature pages	☐	☐	☐	☐
Write posts for Instagram	☐	☐	☐	☐
Mange Instagram DMs	☐	☐	☐	☐
Interact with new Instagram followers, research to see if appropriate	☐	☐	☐	☐
Create Canva type images for Instagram	☐	☐	☐	☐
Analyze best time to post on Instagram	☐	☐	☐	☐
Research top hashtags to use on Instagram	☐	☐	☐	☐

SMART Success

TASK	I do this	I need to do this	Somebody else could do this	N/A
Other:				
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

TWITTER

TASK	I do this	I need to do this	Somebody else could do this	N/A
Write tweets	☐	☐	☐	☐
Schedule tweets	☐	☐	☐	☐
Manage Twitter DMs	☐	☐	☐	☐
Interact with new Twitter followers, research to see if appropriate	☐	☐	☐	☐
Create short videos 30 seconds long for Twitter	☐	☐	☐	☐
Download and categorize all previously tweeted content	☐	☐	☐	☐
Upload all previously tweeted content into an Excel document	☐	☐	☐	☐
Upload all previously tweeted videos/images to Dropbox	☐	☐	☐	☐
Create Canva type images for Twitter	☐	☐	☐	☐
Change cover art on Twitter	☐	☐	☐	☐
Favorite tweets	☐	☐	☐	☐
Analyze top performing tweets	☐	☐	☐	☐
Create similar tweets	☐	☐	☐	☐
Analyze best time to post on Twitter	☐	☐	☐	☐
Research top hashtags to use on Twitter	☐	☐	☐	☐
Other:				
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

YOUTUBE

TASK	I do this	I need to do this	Somebody else could do this	N/A
Research the best content to upload	☐	☐	☐	☐
Plan content	☐	☐	☐	☐
Film content	☐	☐	☐	☐
Edit videos for YouTube	☐	☐	☐	☐
Interact with new YouTube followers, research to see if appropriate	☐	☐	☐	☐
Create free YouTube overlay ads to your site	☐	☐	☐	☐
Interact with YouTube community	☐	☐	☐	☐

SMART
Success

TASK	I do this	I need to do this	Somebody else could do this	N/A
Change cover art on YouTube	☐	☐	☐	☐
Schedule YouTube video collaboration with people in my industry (celebrities or guests/experts)	☐	☐	☐	☐
Clean up YouTube channel (create playlists, delete unrelated)	☐	☐	☐	☐
Research key terms for titles on YouTube videos	☐	☐	☐	☐
Analyze my top performing videos on YouTube	☐	☐	☐	☐
Create plan for repurposing YouTube content	☐	☐	☐	☐
Analyze best time to post on YouTube	☐	☐	☐	☐
Other:				
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

PINTEREST

TASK	I do this	I need to do this	Somebody else could do this	N/A
Create Pinterest photos	☐	☐	☐	☐
Update my Pinterest page	☐	☐	☐	☐
Pin other photos on Pinterest	☐	☐	☐	☐
Interact with new Pinterest followers, research to see if appropriate	☐	☐	☐	☐
Manage Pinterest messages	☐	☐	☐	☐
Go through old blog posts and make sure all photos link to Pinterest	☐	☐	☐	☐
Upload all photos and videos that relate to my blog posts to Pinterest and link back to my blog	☐	☐	☐	☐
Create Pinterest boards that relate to my varied interests and brands	☐	☐	☐	☐
Link all current Pinterest photos back to my blog/website	☐	☐	☐	☐
Cultivate/curate additional content for future Pinterest posts related to my target market	☐	☐	☐	☐
Learn more about using Pinterest for business/watch Academy/videos	☐	☐	☐	☐
Create Canva type images for Pinterest	☐	☐	☐	☐
Clean up Pinterest account	☐	☐	☐	☐
Research key terms for content on Pinterest	☐	☐	☐	☐
Analyze best time to post on Pinterest	☐	☐	☐	☐
Research top hashtags to use on Pinterest	☐	☐	☐	☐
Other:				
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

SMART Success

TASK	I do this	I need to do this	Somebody else could do this	N/A
LINKEDIN				
Interact with new LinkedIn followers, research to see if appropriate	☐	☐	☐	☐
Update photo on LinkedIn	☐	☐	☐	☐
Rewrite descriptive headline for LinkedIn	☐	☐	☐	☐
Upload content to LinkedIn	☐	☐	☐	☐
Import Outlook contacts to LinkedIn	☐	☐	☐	☐
Import webmail contacts to LinkedIn	☐	☐	☐	☐
Check for people who affiliate with me on LinkedIn	☐	☐	☐	☐
Sort through business cards and contacts and invite them on LinkedIn	☐	☐	☐	☐
Search through first degree network connections on LinkedIn	☐	☐	☐	☐
Join relevant groups on LinkedIn	☐	☐	☐	☐
Conduct relevant people searches on LinkedIn and invite to my network	☐	☐	☐	☐
Brainstorm content to post to LinkedIn	☐	☐	☐	☐
Review results on LinkedIn	☐	☐	☐	☐
Other:				
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
GOOGLE+				
Research use of Google+	☐	☐	☐	☐
Set all posts to public using Google+	☐	☐	☐	☐
Create source links for content to Google+	☐	☐	☐	☐
Add a plus for a person's name to link to profile in post	☐	☐	☐	☐
Add more circles on Google+	☐	☐	☐	☐
Add friends to Google+	☐	☐	☐	☐
Research and figure out who best to engage with on Google+	☐	☐	☐	☐
Add Google+ button on websites	☐	☐	☐	☐
Install code to link Google+ badge to my blogs, websites, ecommerce, etc.	☐	☐	☐	☐
Review my profile on Google+	☐	☐	☐	☐
Schedule time to interact on Google+ relevant communities	☐	☐	☐	☐
Post content to Google+ like mini blog	☐	☐	☐	☐
Review trending topics weekly on Google+	☐	☐	☐	☐
Analyze best time to post on Google+	☐	☐	☐	☐
Research top hashtags to use on Google+	☐	☐	☐	☐
Create a business page on Google+	☐	☐	☐	☐
Research Google ripples to find authority figures in your industry/influences	☐	☐	☐	☐

Other:

	I do this	I need to do this	Somebody else could do this	N/A
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

BLOG

Task	I do this	I need to do this	Somebody else could do this	N/A
Create a blogging schedule	☐	☐	☐	☐
Evaluate my current blog platform	☐	☐	☐	☐
Reply to blog post comments and other blogs	☐	☐	☐	☐
Research key terms and topics for blog posts	☐	☐	☐	☐
Write blog posts	☐	☐	☐	☐
Edit blog posts	☐	☐	☐	☐
Edit and create interesting photos for blog posts	☐	☐	☐	☐
Create Canva type images for blog	☐	☐	☐	☐
Guest blogging	☐	☐	☐	☐

Other:

	I do this	I need to do this	Somebody else could do this	N/A
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

WEBSITE

Task	I do this	I need to do this	Somebody else could do this	N/A
Update website or web design	☐	☐	☐	☐
Make sure everything is Mobile Responsive	☐	☐	☐	☐
Research best landing pages	☐	☐	☐	☐
Write sales copy	☐	☐	☐	☐
Upload testimonial videos of those who have work with me	☐	☐	☐	☐
Upload written testimonial page Create Facebook ad	☐	☐	☐	☐
Create a member forum	☐	☐	☐	☐
Manage a member forum	☐	☐	☐	☐
Research additional domain names I should reserve	☐	☐	☐	☐
Go through every page of website looking for broken links, outdated info	☐	☐	☐	☐
Create a FAQ video/or page for my website	☐	☐	☐	☐
Look into creating online private membership site	☐	☐	☐	☐
Develop content for private membership site	☐	☐	☐	☐

SMART Success

TASK	I do this	I need to do this	Somebody else could do this	N/A
Interact and answer questions on private membership site	☐	☐	☐	☐
Upload content daily or weekly on private membership site	☐	☐	☐	☐
Other:				
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

PODCAST

TASK	I do this	I need to do this	Somebody else could do this	N/A
Research podcast topics	☐	☐	☐	☐
Research podcast names	☐	☐	☐	☐
Record audio for podcasts	☐	☐	☐	☐
Edit audio for podcasts	☐	☐	☐	☐
Upload completed/edited audio for podcast show	☐	☐	☐	☐
Write podcast show notes	☐	☐	☐	☐
Write description of each podcast episode	☐	☐	☐	☐
Search engine optimization and key term research for each podcast episode	☐	☐	☐	☐
Research guests and topics for each podcast episode	☐	☐	☐	☐
Analyze Libsyn stat numbers	☐	☐	☐	☐
Upload episode to iTunes, Stitcher and Soundcloud	☐	☐	☐	☐
Promote podcast on Twitter	☐	☐	☐	☐
Promote podcast on YouTube	☐	☐	☐	☐
Promote podcast on Pinterest	☐	☐	☐	☐
Promote podcast on Facebook	☐	☐	☐	☐
Other:				
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

HOME

TASK	I do this	I need to do this	Somebody else could do this	N/A
Maintain property, repairs, etc.	☐	☐	☐	☐
Organize home space	☐	☐	☐	☐
Home insurance, security	☐	☐	☐	☐
Organize, clean out closets	☐	☐	☐	☐
Organize, clean out garage	☐	☐	☐	☐

SMART Success

TASK	I do this	I need to do this	Somebody else could do this	N/A
Wardrobe maintenance	☐	☐	☐	☐
Organize accessories, shoes	☐	☐	☐	☐
Organize and color code closet	☐	☐	☐	☐
Plant care	☐	☐	☐	☐
Daily straightening of the house	☐	☐	☐	☐
Schedule monthly or regular deep cleaning of home	☐	☐	☐	☐
Clean the house	☐	☐	☐	☐
Redecorate/update	☐	☐	☐	☐
Make the beds	☐	☐	☐	☐
External cleaning of house (windows, yard, etc.)	☐	☐	☐	☐
Home repairs	☐	☐	☐	☐
Pack suitcases	☐	☐	☐	☐
Unpack suitcases	☐	☐	☐	☐
Clean vehicles	☐	☐	☐	☐
Putting gas in vehicles	☐	☐	☐	☐
Appointments for vehicle maintenance	☐	☐	☐	☐
Dry cleaning pickup and drop-off	☐	☐	☐	☐
Clothing alterations	☐	☐	☐	☐
Wash and dry clothes	☐	☐	☐	☐
Fold clothes	☐	☐	☐	☐
Put clothes away	☐	☐	☐	☐
Design area of home or corner of room for filming videos	☐	☐	☐	☐
Feed pets	☐	☐	☐	☐
Walk pets	☐	☐	☐	☐
Cleaning/grooming pets	☐	☐	☐	☐
Pet appointments, shots, etc.	☐	☐	☐	☐
Taking pets to daycare	☐	☐	☐	☐
Other:				
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

FINANCES

	I do this	I need to do this	Somebody else could do this	N/A
Review interest rates and monthly fees to find places to reduce costs	☐	☐	☐	☐
Create a will	☐	☐	☐	☐
Create a living trust	☐	☐	☐	☐
Review the work of my CPA/tax preparer, see if I need to hire hire someone new	☐	☐	☐	☐

SMART Success

TASK	I do this	I need to do this	Somebody else could do this	N/A
Research and hire financial advisor	☐	☐	☐	☐
Meet with financial advisor	☐	☐	☐	☐
Pay bills online	☐	☐	☐	☐
Manage business expenses	☐	☐	☐	☐
Monitor bank accounts/investments	☐	☐	☐	☐
Review profit loss statements	☐	☐	☐	☐
Review back office/business accounting	☐	☐	☐	☐
Other:				
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

PERSONAL

TASK	I do this	I need to do this	Somebody else could do this	N/A
Shop for gifts	☐	☐	☐	☐
Wrap gifts	☐	☐	☐	☐
Order and send flowers, gifts, etc. to colleagues, family, friends	☐	☐	☐	☐
Write thank you notes	☐	☐	☐	☐
Write out birthday cards	☐	☐	☐	☐
Buy cards for special occasions	☐	☐	☐	☐
Returns (wrong size, etc)	☐	☐	☐	☐
Schedule personal appointments (dentist, doctor, hair, nails, etc.)	☐	☐	☐	☐
Take kids to school	☐	☐	☐	☐
Pick the kids up from school	☐	☐	☐	☐
Take kids to and from sporting activities	☐	☐	☐	☐
Volunteer time	☐	☐	☐	☐
Wash, clean, and prep fruits and vegetables	☐	☐	☐	☐
Make breakfast	☐	☐	☐	☐
Make lunches	☐	☐	☐	☐
Make dinner	☐	☐	☐	☐
Clean up after meal prep	☐	☐	☐	☐
Prepare weekly meals	☐	☐	☐	☐
Shop for groceries	☐	☐	☐	☐
Phone calls or personal visits with family members	☐	☐	☐	☐
Phone calls or personal visits with friends	☐	☐	☐	☐
Research next vacation destination	☐	☐	☐	☐
Plan/execute family events, birthdays, parties, get-together's, etc.	☐	☐	☐	☐
Exercise	☐	☐	☐	☐

SMART
Success

TASK	I do this	I need to do this	Somebody else could do this	N/A
Reading/personal development	☐	☐	☐	☐
Mindless time spent with loved ones	☐	☐	☐	☐
Personal or spiritual development	☐	☐	☐	☐
Meditation, prayer, etc.	☐	☐	☐	☐
Shower	☐	☐	☐	☐
Personal grooming	☐	☐	☐	☐
Makeup	☐	☐	☐	☐
Blow dry, style hair	☐	☐	☐	☐
Date night	☐	☐	☐	☐
Spend time with my kids	☐	☐	☐	☐
Sexy time with my partner	☐	☐	☐	☐
Hobbies / things that give me joy	☐	☐	☐	☐
Veg out …..	☐	☐	☐	☐

Other:

_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

Inventory Assessment

☐   I am 100% sure that I could outsource or delegate these things:

☐   I am willing to "try" outsourcing these things:

☐   I know I should outsource/delegate these things, but I have reservations.