



## 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 leave it unmarked.

Check emails	I do it	Already Delegated	Delegate to:
Return emails	I do it	Already Delegated	Delegate to:
Schedule calls and business appointments	I do it	Already Delegated	Delegate to:
Look up and print directions	I do it	Already Delegated	Delegate to:
Research background info on people in my next meeting	I do it	Already Delegated	Delegate to:
Create a weekly reminder of upcoming events	I do it	Already Delegated	Delegate to:
Reply to blog posts and post to other blogs	I do it	Already Delegated	Delegate to:
Click “like” when anyone responds to my posts on Facebook	I do it	Already Delegated	Delegate to:
Manage my Facebook inbox	I do it	Already Delegated	Delegate to:
Post daily photos to my Instagram	I do it	Already Delegated	Delegate to:
“Like” and interact with Instagrammers who are my target market	I do it	Already Delegated	Delegate to:
Research and review top Instagram, Facebook and Twitter posts	I do it	Already Delegated	Delegate to:
Manage Twitter, new follows, inbox, etc.	I do it	Already Delegated	Delegate to:
Write tweets	I do it	Already Delegated	Delegate to:
Research and “cliff notes” on recent changes/practices in top social media sites (1 hour a week)	I do it	Already Delegated	Delegate to:



# SMART Success

Actively interact with top customers, clients, team members, prospects, etc. social media (1 hour a week)	I do it	Already Delegated	Delegate to:
Edit training, education, or entertainment video for YouTube, etc.	I do it	Already Delegated	Delegate to:
Upload and market videos	I do it	Already Delegated	Delegate to:
Create free content such as articles, videos, tutorials, reports, etc. to attract new email subscribers	I do it	Already Delegated	Delegate to:
Create monthly newsletter	I do it	Already Delegated	Delegate to:
Create general working hours... doing the work that is at the core of my career, business, service	I do it	Already Delegated	Delegate to:
Create slides, PowerPoints or templates for presentations	I do it	Already Delegated	Delegate to:
Create Facebook banner art that changes weekly or more often	I do it	Already Delegated	Delegate to:
Write Facebook updates; speak and translate	I do it	Already Delegated	Delegate to:
Interact with each new follower in social media – research to see if appropriate	I do it	Already Delegated	Delegate to:
Create photos for uploading to Facebook	I do it	Already Delegated	Delegate to:
Create/edit eye catching photos for Instagram	I do it	Already Delegated	Delegate to:
Research key terms and topics for blog posts	I do it	Already Delegated	Delegate to:
Write blog posts	I do it	Already Delegated	Delegate to:
Edit blog posts	I do it	Already Delegated	Delegate to:
Edit and create interesting photos for my blog posts	I do it	Already Delegated	Delegate to:
Create a system/calendar of recognizing and rewarding my team	I do it	Already Delegated	Delegate to:



**SMART**  
Success

Manage the collection of new subscribers to my newsletter	I do it	Already Delegated	Delegate to:
Manage my email contact list	I do it	Already Delegated	Delegate to:
Create a schedule for communicating with my customers or team	I do it	Already Delegated	Delegate to:
Develop a better logo	I do it	Already Delegated	Delegate to:
Update website or web design	I do it	Already Delegated	Delegate to:
	I do it	Already Delegated	Delegate to:
	I do it	Already Delegated	Delegate to:
	I do it	Already Delegated	Delegate to:
	I do it	Already Delegated	Delegate to:
	I do it	Already Delegated	Delegate to:
Shop for gifts (acquaintances)	I do it	Already Delegated	Delegate to:
Wrap gifts	I do it	Already Delegated	Delegate to:
Order and send flowers, gifts, etc. to colleagues, family, and friends	I do it	Already Delegated	Delegate to:
Returns	I do it	Already Delegated	Delegate to:
Pay bills online	I do it	Already Delegated	Delegate to:
Sort through business mail	I do it	Already Delegated	Delegate to:
Update computer software and subscriptions	I do it	Already Delegated	Delegate to:
Manage phone contacts, phone updates, etc.	I do it	Already Delegated	Delegate to:



# SMART Success

Technical/digital services in-home or office, internet connection, cable, routers, phone service, computers, printers	I do it	Already Delegated	Delegate to:
Buy office supplies	I do it	Already Delegated	Delegate to:
File paper work	I do it	Already Delegated	Delegate to:
Schedule and meet with all home repair facilitators	I do it	Already Delegated	Delegate to:
Maintain property, repairs, etc.	I do it	Already Delegated	Delegate to:
Book travel arrangements	I do it	Already Delegated	Delegate to:
Pack suitcases	I do it	Already Delegated	Delegate to:
Unpack suitcases	I do it	Already Delegated	Delegate to:
Clean vehicles	I do it	Already Delegated	Delegate to:
Dry cleaning pickup and drop off	I do it	Already Delegated	Delegate to:
Organize work space	I do it	Already Delegated	Delegate to:
Organize home space	I do it	Already Delegated	Delegate to:
Organize closets	I do it	Already Delegated	Delegate to:
Plant care	I do it	Already Delegated	Delegate to:
Wash and dry clothes	I do it	Already Delegated	Delegate to:
Fold clothes	I do it	Already Delegated	Delegate to:
Ironing	I do it	Already Delegated	Delegate to:
Put clothes away	I do it	Already Delegated	Delegate to:



# SMART Success

Daily straightening of the house	I do it	Already Delegated	Delegate to:
Monthly or regularly schedule deep cleaning home	I do it	Already Delegated	Delegate to:
Redecorate/ update	I do it	Already Delegated	Delegate to:
Schedule personal appointments: dentist, doctor, hair, etc.	I do it	Already Delegated	Delegate to:
Take the kids to school	I do it	Already Delegated	Delegate to:
Pick the kids up from school	I do it	Already Delegated	Delegate to:
Take kids to and from sporting activities	I do it	Already Delegated	Delegate to:
Make dinner	I do it	Already Delegated	Delegate to:
Prepare weekly meals	I do it	Already Delegated	Delegate to:
Volunteer time	I do it	Already Delegated	Delegate to:
Feed pets	I do it	Already Delegated	Delegate to:
Walk pets	I do it	Already Delegated	Delegate to:
Make breakfast	I do it	Already Delegated	Delegate to:
Make the beds	I do it	Already Delegated	Delegate to:
Clean the house	I do it	Already Delegated	Delegate to:
Water the plants	I do it	Already Delegated	Delegate to:
Shop for groceries	I do it	Already Delegated	Delegate to:
Home repairs	I do it	Already Delegated	Delegate to:



# SMART Success

Make lunches or other preplanned meals	I do it	Already Delegated	Delegate to:
Misc. calls/texts from family	I do it	Already Delegated	Delegate to:
	I do it	Already Delegated	Delegate to:
	I do it	Already Delegated	Delegate to:
	I do it	Already Delegated	Delegate to:
	I do it	Already Delegated	Delegate to:
	I do it	Already Delegated	Delegate to:
Exercise	I do it	Already Delegated	Delegate to:
Read/personal development	I do it	Already Delegated	Delegate to:
Attend seminars, trainings	I do it	Already Delegated	Delegate to:
Monitor bank accounts, investments	I do it	Already Delegated	Delegate to:
Mindless time spent with loved ones	I do it	Already Delegated	Delegate to:
Strategizing for your business	I do it	Already Delegated	Delegate to:
To-dolist	I do it	Already Delegated	Delegate to:
Connecting with staff or key people	I do it	Already Delegated	Delegate to:
Personal or spiritual development	I do it	Already Delegated	Delegate to:



**SMART**  
Success

## 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.