

# Delegating and Automating Your Business to Do More of What You Love

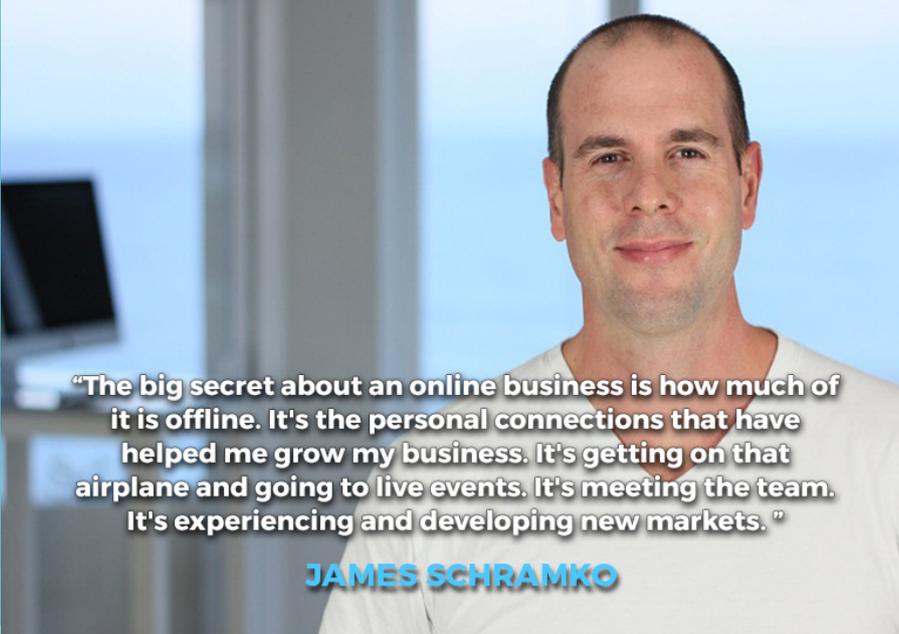
## 10 Point Checklist

## James Schramko

Want to gain as much knowledge as possible out of The Optimized Geek? Read on below for a **10 point checklist** that gives the next, real steps you can take for introducing these insights and optimizing your life.

*The* **OPTIMIZED GEEK** 

HOSTED BY **STEPHAN SPENCER**



**"The big secret about an online business is how much of it is offline. It's the personal connections that have helped me grow my business. It's getting on that airplane and going to live events. It's meeting the team. It's experiencing and developing new markets."**

**JAMES SCHRAMKO**

# 10 STEPS YOU CAN TAKE TODAY

**Want to take charge of your health, wellness, and success?  
Here are 10 steps that can move you closer to your goals – today.**

- Create a list of tasks that you have either been putting off, or that you haven't had time for. The things that are the least important, toss.
- Start delegating! Find websites where you can post job ads for assistants in the Philippines. Create an ad that is engaging, but tells your potential new employees what you need.
- Get organized. Set up a project management system like Trello or Basecamp to keep track of your tasks, notes, and statuses-you'll never wonder what is going on with a task again.
- Start using KPI's. What do you spend the most time doing? Consider the amount of time you are spending on tasks in relation to how much you are actually making on those projects. Is your time being used well?
- What part of your business could be automated? Come up with a monthly subscription plan for your business to feel more secure.
- Make face to face time a priority with your employees, even if its not often, they will appreciate your time and perform better.
- Create systems and checklists that put all your operating structures in place, so that on boarding a new employee is a smooth process.
- Create days that are specific to certain tasks, like days for taking calls or for being productive.
- Subscribe to inbox zero-clear your inbox from emails that demand your attention and prevent you from doing you best work.
- Get a travel agent! They take care of the headache of travel planning, for free.