

Identify what a business support assistant can do for you & your business.

Name: _____ Business Name: _____

Email address: _____

Question	Answer	Can I help and how
Write down every task that you do over the next few days		
Write everything only, you can do		
Write down things that you will keep doing for now but might pass over to a VA later		
Everything else on the list can usually be outsourced		
Write down every task you do that takes you longer than half an hour		
Write down the things you don' like doing or don't really need to do yourself		
Write down a list of the things you want to do but don't have the time for - Your wish list		
How many emails are in your inbox?		
What is the one thing you would do straight away if only you had more time?		
How do you get your clients, and do you have enough of them?		
Do you: Follow-up with your clients? Get testimonials or case studies from them? Connect with them on social media? do feedback sessions? Other relationship strengthening process in place?		
Where do you see your business in one/two/three years' time and is this on track?		
Do you have a goal for this year - if so, have you met it?		