

039: Finding the Ideal Work-Life Balance Through Outsourcing

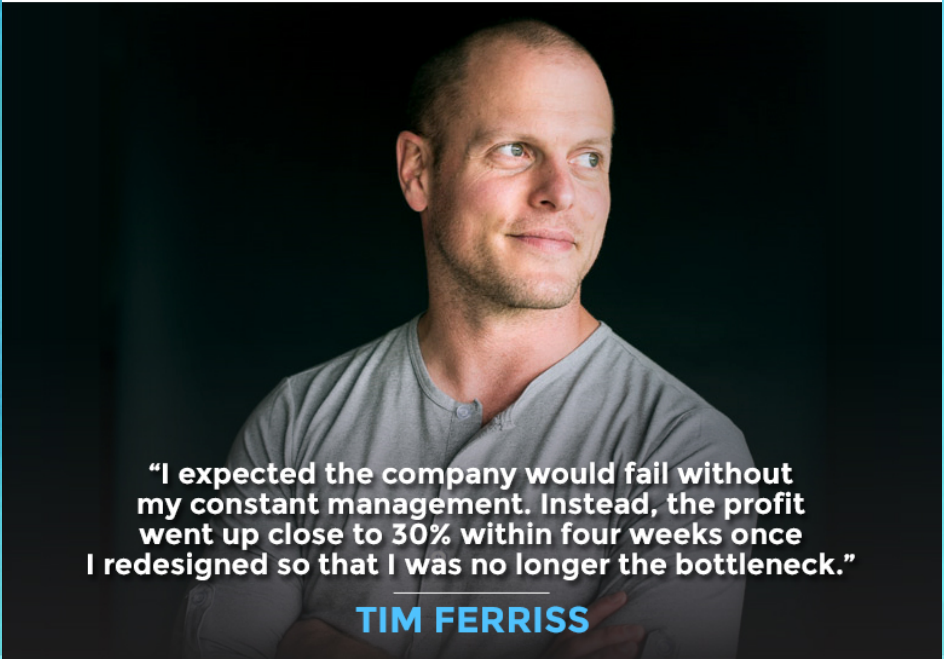
10 Point Checklist

Tim Ferriss

Want to gain as much knowledge as possible out of Get Yourself Optimized? 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.

Get **YOURSELF OPTIMIZED**

HOSTED BY **STEPHAN SPENCER**



"I expected the company would fail without my constant management. Instead, the profit went up close to 30% within four weeks once I redesigned so that I was no longer the bottleneck."

TIM FERRISS

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.**

- Search for virtual assistant groups or websites that have several team members, so if someone gets sick, fired, or quits your project will not be left unfinished.
- After finding a few trustworthy candidates to outsource to, assign them all 20-30 minute tasks to test their communication and turnaround time.
- Check out Tim's book, [The 4-Hour Workweek](#), to get more inside tips on how to effectively delegate and find more time for your personal life.
- Practice the low-information diet. You don't have to consume every new tip and process to get to the top of your career.
- Make a list of the most important tasks in your business that only you can work on. The majority of your remaining to-do's can be delegated.
- To avoid mistakes, be clear with your directions and set a dedicated check-in time with new assistants.
- Search for overseas assistants for time-consuming tasks that don't require a high level of efficiency with writing or speaking. You can get better rates with people in India or the Philippines.
- Don't go by your yearly income to decide on a pay rate. Instead, determine your per-hour earnings to ensure you aren't paying out more than you make.
- Cut down on the time you spend on email. If you can get down to checking your email only once per week, you will have much more time to build your business.
- If there is a task that you have to complete, such as an article or blog post, try having your assistant write a draft for you that you can then just edit to save time.

To view the transcript, resource links and listen to the podcast, visit:

<https://www.getyourselfoptimized.com/finding-ideal-work-life-balance-outsourcing-tim-ferriss/>