145: Outsource Like a Boss
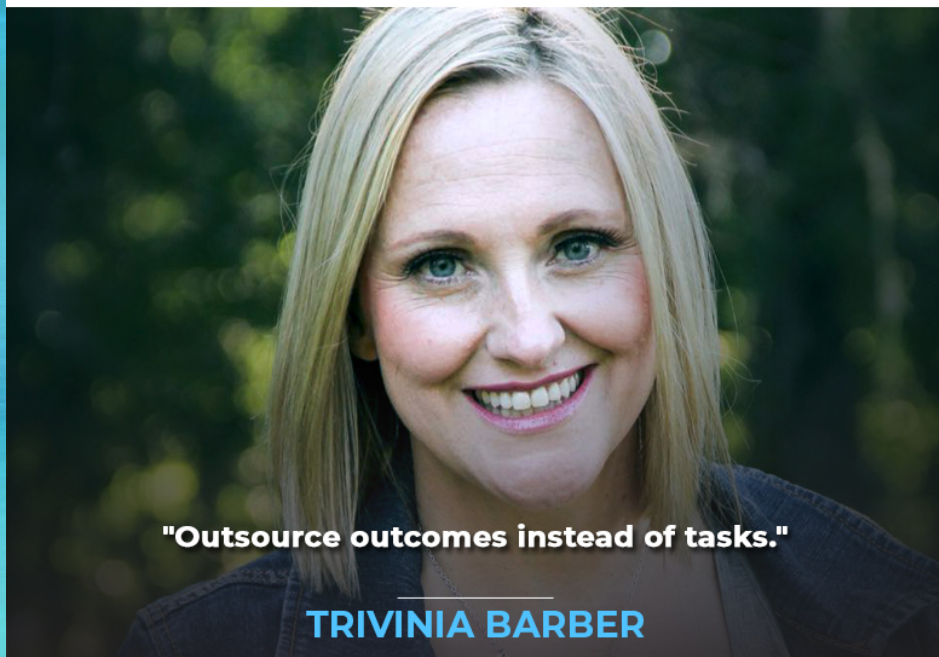
10 Point Checklist

Trivinia Barber

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**

"Outsource outcomes instead of tasks."

TRIVINIA BARBER

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.**

☐ Outsource my work online by hiring a virtual assistant who is able to help me run my business efficiently and productively.

☐ Stop trying to do everything for everyone. I should only have a few specific roles that focus on the most vital aspects of my business.

☐ Delegate tasks to optimize my productivity. If someone else can do the job for me, pass it along to free up my time.

☐ Outsource outcomes instead of tasks. Make my VAs feel that they are part of something important so it gives them a deeper meaning and purpose.

☐ Encourage and equip my team to do their job. Don't forget to give praise when it is due and notice my VAs' progress in my company.

☐ Have the courage to give up my email inbox. Let a trusted VA take care of all my emails to free up a huge chunk of my day spent answering or organizing my inbox.

☐ Have someone handle all my published content. Hire a writer who gets my goals and views and create a content plan so they can take charge of the rest of my online activity.

☐ Utilize the many online tools that can help my team and I smoothly run operations from the comforts of our homes. Find them on this episode's links and resources.

☐ Train my VAs with the help of screen sharing. A Google Chrome extension called Loom can capture my screen activity.

☐ Start optimizing your business and productivity. Find the right virtual assistant with the help of Priority VA.

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

https://www.getyourselfoptimized.com/outsource-like-a-boss-trivinia-barber/