



HOW EFFECTIVE TIME MANAGEMENT & DELEGATION UP-LEVELS YOUR BUSINESS

Liz Tegg BOUTIQUE AGENCY





hey, you!

When was the last time you TRULY has enough time to get everything done?

Learning to manage your time effectively and delegate tasks is a skill every entrepreneur needs...but it's a tough one to master!

Your business suffers when YOU suffer.

So, how can you make time work FOR you instead of constantly feeling like you're in competition with the clock?

I designed this short workbook to help! Use this workbook to learn a few simple processes you can do to SIMPLIFY your workday and have the time and energy you need to build your business.

Here if you need me,

Liz Illg Consulting

hello@lizillg.com

www.lizillg.com

IDENTIFY YOUR TIMESUCKERS & DELEGATE

It's awesome that you CAN do everything...but you don't have to. And you shouldn't!

You can't GROW a business if you try to do everything by yourself. That's why you've built an amazing team, right? Time to use them!

A timesucker is any activity or task you currently do that takes your TIME from something that could generate revenue or build your brand...OR that someone else could be doing (so your time is freed up for more important tasks!).

Name 5 timesuckers in your life	How long does it normally take you to do this task?	Who can you delegate this task to?
1		
2		
3		
4		
5		



Look at how much TIME you save simply by delegating small tasks to someone else!
I WILL SAVE [] HOURS BY DELEGATING THE ABOVE 5 TASKS.

What more productive things could you get done with those tasks off your plate?

DELEGATING CAN BE HARD

I know how it goes! We want to do it ourselves so it will be PERFECT.

Instead of focusing on perfection, let's instead focus on how to TEACH/TRAIN someone else to be able to do it right.

You wouldn't just toss a new task at someone who has never done it before, so let's create a SYSTEM!

Delegation can be to an employee, a freelancer, creating automation, or outsourcing the task to another company (such as billing!).

START WITH WRITING OUT YOUR EXACT PROCESS TO COMPLETE THE TASK.

Pick one of the 5 timesucker tasks from the previous page and fill in the exact steps to getting it done - from start to finish. Make sure you include what the final deliverable or result should be.

THE TIMESUCKER I WILL DELEGATE IS:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

THE FINAL DELIVERABLE SHOULD BE:

CREATE AN SOP

Now that you have written out the steps to complete the task, you've completed the first step of creating a Standard Operating Procedure! SOPs take elements of higher-level processes and breaks them down to have detailed steps, assignments, and workflows to create a company standard for that task or process.

SOPs are KEY to being able to delegate timesuckers (and any other task) and trust that the task will be done the RIGHT way - and in a way that represents you and your brand.

Here are the elements of a strong SOP:

- Step-by-step instructions and explanations
- Fully cover every step of the process
- Multi-format for different learning styles (infographics, images, videos, audios, text, etc.)
- Easy to follow
- Consistent
- Up-to-date with current company standards and procedures

Reviewing your task breakdown on the previous page, brainstorm ways you can use different formats to teach others how to do specific steps of the task.

For example: If one step is that they must add information to software, such as Airtable, you could record a video with you showing a screenshare putting the information where it needs to go, and include audio of how to do it.

STEP OF TASK	POTENTIAL FORMAT

PRIORITIZE WHAT MATTERS

Now that you have identified the things you DON'T need to do and gotten them off your plate, it's time to learn how to prioritize the things you DO need to do.

One popular method of prioritizing tasks is by using the Eisenhower Matrix.

It helps break down your full to-do list into 4 categories of priorities.



Credit: Tech Tello

You may identify even MORE tasks you can delegate and use the previous SOP exercises to get them off your list.

WHAT ARE YOUR TOP 5 THINGS YOU NEED TO GET DONE THIS WEEK? LIST THEM HERE:

- 1.
- 2.
- 3.
- 4.
- 5.

INTRODUCING TIME BLOCKING

My favorite way to make sure those top 5 tasks get done is by TIME BLOCKING.

Time blocking is an effective time management method where you actually schedule and block out specific time in your calendar dedicated to getting a task done.

You can block times throughout your day to schedule everything you do, but for your top priorities, I suggest you spend one day each week on one of the 5 and create (at least) one block per day to get it done.

In the calendar block, write out what you will complete during that time - a mini to-do list for just that one priority!

EXAMPLE

Monday	Monday	Tuesday	Wednesday	Thursday	Friday
<u>Priority:</u> Update my bio across all social media	<u>Priority:</u>	<u>Priority:</u>	<u>Priority:</u>	<u>Priority:</u>	<u>Priority:</u>
<u>Time:</u> 2 - 4 pm	<u>Time:</u>	<u>Time:</u>	<u>Time:</u>	<u>Time:</u>	<u>Time:</u>
<u>Goals:</u> Review & approve final new bio version.	<u>Goals:</u>	<u>Goals:</u>	<u>Goals:</u>	<u>Goals:</u>	<u>Goals:</u>
Update bios: -In FB groups -Twitter -Instagram -My website					



Want more?

Managing your time and delegating tasks is SO IMPORTANT for you - and your business - to thrive.

By going through this workbook, you've already made positive changes and are definitely going to be more productive!

Want even more? Let's talk! I can help you dive in deeper to identify areas where you can streamline your processes, delegate more, and feel productive and refreshed!

CONNECT!

hello@lizillg.com

www.lizillg.com



[@liz.illg](https://www.instagram.com/lizillg)



[Liz Illg](https://www.linkedin.com/company/lizillg)



[Lead Your Business with Liz Illg](#)

Join my free Facebook community for business owners!