



Take the 2-minute 'Outsourcing Exercise'

List tasks you currently manage within your business and the time you spend (approximately) on each task.

1. Fill in every item you can think of for each column.
2. Email this form back to me at shirley@virtualofficebox.com and we can set up a 'how I can help' chat.

DON'T WANT TO DO	TIME	DON'T HAVE TIME TO DO	TIME	DON'T KNOW HOW TO DO	TIME

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