Outsourcing Worksheet

Need help in deciding where you need assistance? Use our outsourcing worksheet to assist you in determining what you can do yourself and what you need additional outsourced assistance with. Ace-High Professional is here to help your business run more effectively and efficiently. Doing a self-discovery of your business, such as this worksheet, is the first step in determining your needs and getting your business on track.

DETERMINING WHICH TASKS TO OUTSOURCE:

To assist you in determining which tasks you would like to outsource to Ace-High Professional, complete the following worksheet. Write down a list of tasks that you do on a daily, weekly, and monthly basis. Then, select the tasks that either consumes your day and/or the tasks that you would like to have completed by a professional who is capable of doing the task to the level of satisfaction which you desire giving you more time in your day.

TASK DESCRIPTION	TASKS I HAVE TIME TO DO	TASKS I DON'T HAVE TIME TO DO	TASKS TO OUTSOURCE
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Have you decided what you need to outsource to Ace-High Professional?

Need more assistance on determining your needs? We offer FREE initial consultations!

Please contact us by email at info@acehighpro.com or call us at 615-824-0301 (office) or 615-210-6852 (cellular).