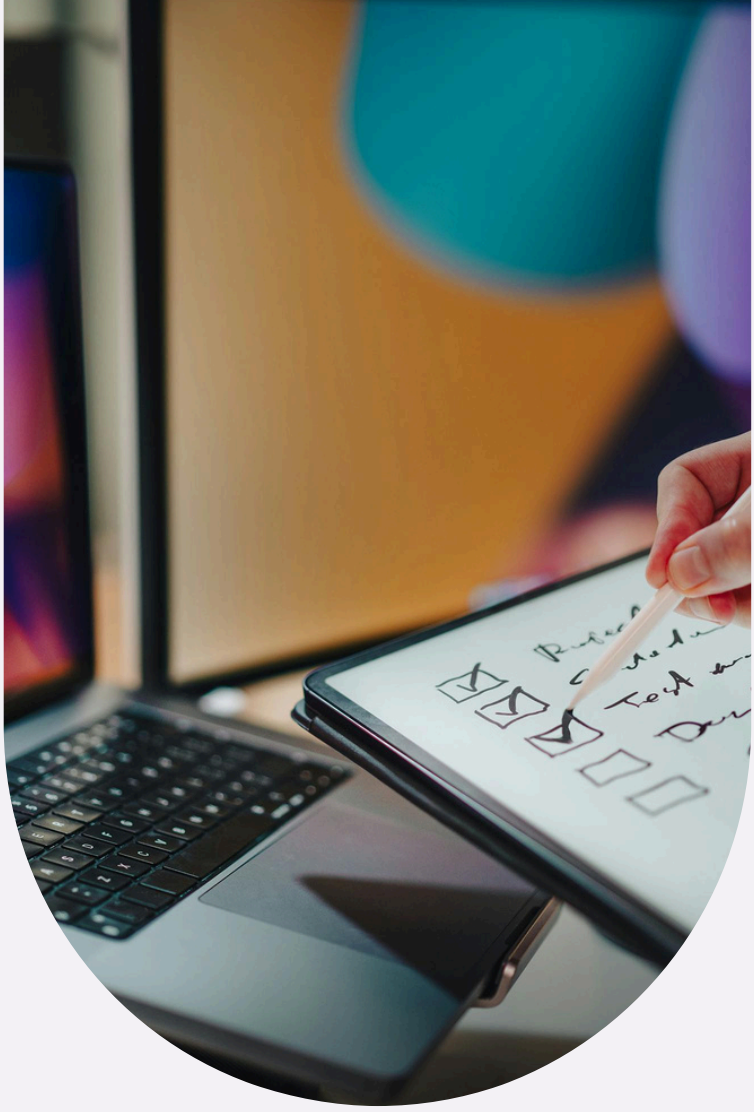

The task leverage planner

A step-by-step productivity playbook

takemytasks

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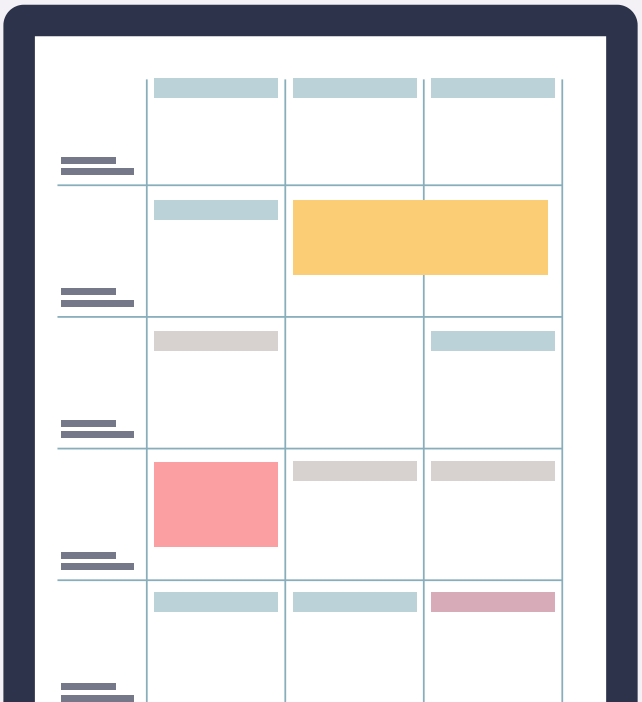
What to delegate

(and what to keep)

Are you in an endless cycle of trying to manage your task list? This quick, actionable planner helps you figure out what should be done by you, and what you can hand off to a Virtual Assistant—so that you can focus on your strategic goals.



Overview

If your calendar is full but progress feels slow, you're probably stuck in low-leverage tasks—the kind that need doing, but not by you.

We'll help you break down the difference between low-leverage and high-leverage work, helping you decide what to delegate, automate, or delete.

Perfect if you're considering hiring a VA or already have one but aren't sure if you're using them well.



What's covered

1. A simple, 4-level task leverage framework.
2. Real-life task examples by category.
3. A mini self-audit to spot your top delegation candidates.
4. A quick-reference decision tree for delegation.
5. The top 4 delegation mistakes to avoid.
6. How takemytasks can help.



The task leverage framework

Use this table to evaluate your workload:

Category	Examples	Delegation potential	Who should handle it?
Low-Leverage Tasks	Inbox clean-up, scheduling, data entry, formatting docs	100% Delegatable	General VA / Admin VA
Mid-Leverage Tasks	Social media scheduling, CRM updates, reporting, blog uploads	Delegatable with SOPs	Skilled VA
High-Leverage Tasks	Project coordination, customer onboarding, sales support, content briefs	Delegatable with oversight	Specialist VA
Vision-Level Work	Strategy, partnerships, hiring decisions, brand direction	You only	Founder / CEO / Leadership

Self-audit: What's stealing your time?

List 5 tasks you did this week. Estimate how long each took. Then assign a leverage level.

Task	Time Spent	Leverage Category	Delegate
Updating CRM contacts	1 hr	Mid-Leverage	Yes
Planning Q3 marketing strategy	3 hrs	Vision-Level	No
Booking podcast guest slots	2 hrs	Low-Leverage	Yes

Your self-audit:

Task	Time Spent	Leverage Category	Delegate

Quick decision tree: Should I delegate this?

How to use this decision tree

This decision tree is designed to help you stop defaulting to doing everything yourself.

Pick one task you've done in the past 7 days. Start with something that drained your energy or took longer than it should've.

Step 1

Step 2

Work through each question in order. Each step helps you evaluate whether the task is:
- worth delegating
- needs restructuring
- or must stay on your plate for now

If the task passes all the steps, it's a prime candidate for delegation.
Use a Loom video, a checklist, or a simple SOP to hand it off.

Step 3

Pro Tip Do this exercise weekly for 2–3 tasks. Over time, you'll build a leaner, more focused workload—and your VA will grow alongside it.

1. Is the task recurring (daily, weekly, monthly)?

→ No → Keep it or consider one-off outsourcing.

→ Yes → Keep going.

2. Does the task require strategic input or decision-making only you can provide?

→ Yes → Keep it (this is vision-level work).

→ No → Keep going.



3. Can the task be documented clearly as a repeatable process?

→ No → Break it into smaller steps, test the process yourself, then revisit delegation.

→ Yes → Keep going.

4. Is this task already taking up significant time each week?

→ Yes → Delegate it—starting with a simple SOP.

→ No → Consider delegating once other higher-impact tasks are handled.

If you answered **"Yes" to all of the above… it's a great candidate for a VA.**

Bonus tip: Even if a task feels small, if it's interrupting your focus daily, it's costing more than you think.

4 common delegation mistakes to avoid

- Delegating without SOPs or clear instructions.
- Expecting too much too soon.
- Hiring based on price, not fit.
- Micromanaging instead of setting clear outcomes.



Reframing the value conversation

Just because a task costs less to outsource doesn't mean it's low-value—it means you've built a smarter structure. Our VAs are experienced, proactive, and skilled. We pair talent to task, and support the relationship—not just the hire.

Bonus tip: Start with what drains you. The tasks you dread are usually the best ones to delegate.





What to do next

If you know what to delegate but need help hiring:

→ **Book a consultation** and we'll match you with a vetted VA who fits your business.

→ **Use our SOP templates** and delegation tools at takemytasks.com/templates

Need help finding the right VA for your business?

At takemytasks, we don't just throw resumes at you.
We help you clarify what you need, match you with the best global talent, and support your onboarding.

Book a meeting with our team here.