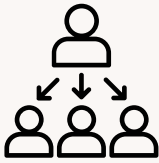


The Key to Delegation

A COMPREHENSIVE GUIDE



Know What to Delegate

It can be difficult to let go, especially as a business owner. Delegation only works when you know what can be let go and what really needs to be taken care of by you.



Set Clear Expectations

Your virtual assistant can't properly complete the tasks you delegate them without clear expectations. Tell them what needs completed, when it needs to be finished, and what constitutes good quality work to you.



Communication

Your virtual assistant isn't in the office with you everyday, but they are there to help you. With so many channels to communicate, it's easy to get lost in the shuffle. Let your VA know what your preferred method of communication is and utilize it!



Know Your VAs Strengths and Weaknesses

Even the best virtual assistant won't know everything. Get to know the scope of their expertise. This will give you the knowledge of what they can do and what should be passed off to someone else.



Be Patient and Trust

There's a learning curve with every virtual assistant as they adjust to your business and it's unique practices. Give them the tools they need and a little bit of time and trust you'll see the results you desire.