



WHAT MINIMUM WAGE JOBS ARE YOU DOING?

DO, DELETE OR DELEGATE

Circle the option that applies for each task.

Check Emails:*Do / Delete / Delegate*

Return Emails:*Do / Delete / Delegate*

Manage Email List:*Do / Delete / Delegate*

Schedule Calls and Appointments:*Do / Delete / Delegate*

Check Voicemail Messages:*Do / Delete / Delegate*

Make/Return Phone Calls:*Do / Delete / Delegate*

Research Background Info on People in Next Meeting/Interview:*Do / Delete / Delegate*

Create Slides, PDF's, PowerPoint, Templates for Presentations:*Do / Delete / Delegate*

Technical/Digital Services (Internet/Phone/Cable/Computers/Printers):*Do / Delete / Delegate*

Upload Photos/Videos to Dropbox:*Do / Delete / Delegate*

Organize and Systematize Dropbox:*Do / Delete / Delegate*

Book Live Events/Travel Arrangements/Live Event Details:*Do / Delete / Delegate*

Social Media Management:*Do / Delete / Delegate*

Social Media Scheduling/Calendar:*Do / Delete / Delegate*

Social Media Graphic Creation:*Do / Delete / Delegate*

Organize Photos/Video Files for Social Media:*Do / Delete / Delegate*

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running like a Well-Oiled Machine.**

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