

# 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 Apointments: *Do / Delete / Delegate*

Check Voicemail Messages: *Do / Delete / Delegate*

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

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

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

Technical/Digital Services (Ininternet/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*

**UNLOCK THE SECRET TO GET YOUR BUSINESS TO RUN WITHOUT YOU.**

**Join me for a Free 75-minute Workshop**

**CLICK HERE**