

## TEAMWORK MAKES THE DREAM WORK

In Episode #3 of Spark+Victory Podcast [www.sparkandvictory.com/3](http://www.sparkandvictory.com/3) we discuss how to decide if you're ready to hire and some tips to figure out what to delegate. The exercises below will give you clarity on the roles within your company, how YOU are currently positioned, and areas of opportunity to start taking things off your plate.

### Write the names of people responsible for each of these roles in your company.

(These are common primary roles for service-based small businesses. Add your own or cross out what doesn't fit for you.)

_____	VISIONARY/CHIEF IDEAS OFFICER	_____	INTERNAL PROJECT MANAGER	_____	DESIGNER
_____	GENERAL BUSINESS ADMINISTRATOR	_____	BUSINESS DEVELOPMENT/SALES	_____	WEB DEVELOPER/IT
_____	FINANCIAL ADMIN/BOOKKEEPER	_____	MARKETING/CONTENT DEVELOPER	_____	COPYWRITER
_____	CLIENT PROJECT MANAGER	_____	MARKETING ADMINISTRATOR	_____	AUDIO/VIDEO EDITOR

Once upon a time, I got some great business advice: When working ON your business, be the leader of the business you WANT to have, not the business you currently have.

**Which of your roles DO NOT 1) Give you energy or bring you joy, or 2) Require you to be the person doing the work? And by "required" I mean, is it essential to your brand or clients that you do it? Don't base your answers on current constraints.**

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If you're not ready to hire, no problem! Your goal is to minimize the time or headache of these roles. "Batching" is one of my favorite ways to G.S.D. I like to set a timer for a 1-1.5 hour session to go all-in on a list of things I don't wanna do.

If you want to offload your important but non-*you*ssential roles to a team member, this is a great next step.

### List the Top 3 tasks that fall under the roles you might delegate.

(For example, COPYWRITER: write sales pages and promo offers, write Instagram and Facebook posts, write weekly blog and emails)

1

2

3

### Ask yourself this question: what would someone else need from me in order to do this effectively?

(Would they need an outline/bullet points/video tutorial/samples of previous work/brainstorm session?)

*Remember this: The WORK you are meant to do will feel good and make you money. By spending your energy on things you don't like, or aren't good at (unless you truly want the practice), you are limiting your potential and depriving your clients of the best you have to offer. There will always be people eager and available to take over the tasks that drag you down.*

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