

## Identify Your Outsourcing Needs

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Give yourself the gift of 15 minutes; the time it takes to complete this worksheet. In just 15 minutes from now you'll have a much more clear understanding of your business and home challenges, and you'll even have generated a few ideas to overcome them. Congratulations- you're working toward a more efficient and balanced life.

**How do you measure a successful day at home or work?** Jot down what a successful day means to you: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What are the activities **only YOU** can do in your business or home? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

When dealing with your business or home, **name 5 situations that frustrate, anger or disappoint you:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

When dealing with your home or business, **what 3 tasks do you find most difficult or time consuming to accomplish?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Name 3 ways you might be able to find help with the three tasks named above. Then go back to article to see if you can start using any mentioned resources.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_