

1. List all the processes you do on a regular basis, like taking on new clients, invoicing, implementing new products, posting to your blog, and prospecting for new customers. Choose your most frequent task from this list for step 2.
2. Write out all the steps you go through to complete this task, and all the information you need to collect. Then create templates for any documents you need, or correspondence you send, and checklists to make sure you don't miss anything.

What can you delegate?

1. Make a list of everything you do throughout the day for your business—write down everything you can think of. Now grab three highlighters. First, highlight everything you love to do. Then, using another color, highlight everything that drives you nuts, but has to be done. Now, highlight everything that you don't mind doing, but isn't your passion.
2. Take a look at the tasks you highlighted in the last two colors. Can any of those tasks (like social media or bookkeeping) be delegated to someone else, or outsourced to a contractor? Write those tasks below.