



Delegate! Have More Energy, More FUN and More Life!

Review your goals and delegate. Delegation generates fun and lessens your stress! Review those action areas you identified for yourself and at the office. Ask "How am I progressing towards my goal, what steps am I taking? Try formatting your answer as a list of functions. I do this, then I do this, then this ... etc.

The big question is What is the best use of my time?

Look honestly at each step and ask; Why am I doing this step? Is doing it myself adding value, to my goals or to my client's. What am I trying to achieve?

Ask could I delegate this task?

By not delegating is this line of action moving me towards my goals?

Hard Question. The answer is, narrow your focus and concentrate on what you do best!

You may want to hold onto each step but inside you know the truth about that saying you have heard. 20% of your actions generate 80% of the results.

Honestly ask yourself, is value being added by my doing the step? Or is the step just being accomplished and it is easier to continue than stopping to find a better alternative? Anyway who can do it better right?? Wrong!

To grow your business you need to delegate the steps where you are not adding value but only accomplishing a step.

Delegating makes better use of your time and gets more accomplished on any given day! Long term success comes from developing a system and a team and avoids having all the eggs in one basket.

Are you attracting a team of talented people to help you succeed?

Have you read the book E Myth Revisited by Michael E. Gurber?

While doing it all your self may seem like a short cut now, it may end up being the long road. A helping hand frees you to focus on what really needs to be done by you. You want to be free to go on holiday right!

You need to collaborate.

Identify the steps that are eating up your time, not adding value and holding you back from your goals! Then delegate and collaborate. As a result you will have more time, less stress and have more fun in your life. Recharged and focused, you will have energy to look ahead, adjust your business course and achieve your goals.



Need help handling life*s details?

Loosen up your daytimer. Get time for fun things you keep putting off. Breathe a sigh of relief, and spend your free time enjoying your life instead of maintaining it.

Shopping Assistant – No more wasted hours running.

Get only what you need! [online store](#). On the schedule you decide is right!

Sales and Marketing Assistant – A great tradeshow but now your week is full, a pile of cards languishes and you miss opportunities. **Now what! Get Help!**

Build a database, merge a letter ...

Your important sales and marketing initiatives out the door. I take care of the details while you focus on what really matters.

The greatest Gift Is Time (OFF) for fun!

<i>Special Offer Just For You!!</i>	20% OFF
<i>Gift Certificates Available!</i>	Administrative Assistant Services.
	Ask about our Product REWARDS Program. Contact Cheryl for details.
	<u>Imperial Personal Assistant</u>
20% Offer Expires: February 31, 2007	Rewards Program has no expiry date



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Call 1.866.642.5145. Email info@ImperialPersonalAssistant.com