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superwomen

How to Let Go Without
Losing Control in Your
Business Factsheet

Have you ever had a moment when you were sitting at your desk first thing on a Monday morning and you freaked out?

You had a-thousand-and-one tasks to complete that week, as well as a massive report to write, many long and some unproductive meetings, and a huge mountainous pile of your own back office administration to work through – ***so in this scenario where do you start?***

Instead of logically ticking off the tasks one-by-one on the never-ending list, many brilliant business women ponder and procrastinate on how much they have to do, and how busy they are. So, in this situation their mountainous pile of admin just keeps falling back to the bottom of each to-do list and never actually gets done!

Due to this, outsourcing is absolutely key to let go without losing control in your business.

Outsourcing is a very scary word to many entrepreneurs, as most are control freaks who are petrified about passing any of their precious tasks over to someone else. However, by passing on as much of your less profitable and most time-consuming workload, this frees up you time to focus on the more important stuff that actually makes you the big bucks!

Not sure what you can outsource? **Here's a few ideas:**

Bookkeeping, Accountancy, Project Management, Website Design and Management, Event Management and Organisation, Copy Writing, General Administration, Personal Assistance (Call Making, Email Management, etc), Document Creation (templates, newsletters, flyers, etc), Data Input (e.g. Mail Chimp, CRM, etc), Invoicing and Receipts, Letter or Email Mail Outs, Proof Reading and Editing, Blog Writing, Social Media Management, Diary Management and Scheduling Appointments, Sales Chasing, Marketing...

...and the list goes on – in fact you can outsource anything you like!

As previously mentioned, many business owners find passing on any of their work very scary, but if you are one of them, **here are some measures you can take to stay in control:**

1. Only outsource the tasks that you are most relaxed to pass on and keep the ones you feel that only you can do justice!
2. Check in with your contractor on a regular basis and ensure that communication between you both is easy, open and honest.
3. Always ask questions and encourage the contractor to do the same.
4. Ask for a regular update of hours undertaken and cost so you can keep a close eye on your finances.
5. If you are outsourcing client's work, ask the client to provide feedback on the work and service received by the contractor (if appropriate).
6. Provide regular training and support sessions so work is always completed to current standards.
7. Hold regular meetings with the contractor to discuss progress, encourage feedback, and address any issues.

You can find out more about outsourcing without losing control of your business at www.glowva.co.uk