# TASK TRACKER

Not sure at this stage what you can delegate to a VA? List each task below as you carry them out on a daily basis for the next 2 weeks. Make sure to include telephone calls, emails etc.. At the end of the 2 weeks list those tasks that are time-consuming, you don't enjoy or you don't have the necessary skills to carry out. We will then sit down with you to discuss how we can alleviate some of your workload, enabling you to spend more time on your business.

## WEEK ONE

| Monday | Tuesday | Wednesday | Thursday | Friday | Weekend |
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## WEEK TWO

| Monday | Tuesday | Wednesday | Thursday | Friday | Weekend |
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**List below all the tasks you would like to delegate:**

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