



Checklist 3 - Outsourcing Your Daily Tasks

Project Name: _____

Date: _____

Yes No

Because of extensive daily tasks and their burden, one can get exhausted and fails to produce quality work. So outsourcing the daily tasks daily is the most reliable way to get things done on time, with zero compromises over the quality of the work done. Outsourcing can free up your time at a very profitable cost and can provide you with quality work. Here are the ways by which you can outsource your daily tasks quickly and more effectively:

FIRST IDENTIFY WHAT YOU NEED TO OUTSOURCE:

- 1 The initial and the most important step is to identify what you want to outsource from your daily tasks.
- 2 Take a look at the tasks that you hate to do or you're unable to do because of the workload. Outsourcing such daily tasks can help you do better work.

OUTSOURCE TO A COMPUTER:

- 3 Identify if there is some possibility of automated outsourcing your tasks. This will eliminate the need to hire anyone to perform your tasks and is more profitable.
- 4 Now outsource your social media posting to Buffer. This app will limit the time that you spend on social media.

Notes

Checklist 3 - Outsourcing Your Daily Tasks

5 You can also outsource your tasks to freelancers and different agencies that will do your computer work for you and will save a lot of time from your daily routine.

OUTSOURCE COMMON TASKS:

6 You can take help from onshore outsourcing, which will require help from people in your local area.

7 First outsource your common tasks like laundry, grocery shopping and cleaning by hiring a maid.

8 Then, give clear instructions to your outsources to ensure the quality of your work.

9 Make use of Craigslist to filter through different applications and postings, and it will help you outsource better.

10 After this, post ads on Craigslist app that will indicate the things that you want to outsource.

11 Now, wait for people to fill those things through these ads.

12 So, utilize your extra time by doing something productive in your daily routine.

Notes

Checklist 3 - Outsourcing Your Daily Tasks

- 13
You can outsource your daily tasks for time management, as well.
- 14
Use time tracking apps to identify the time taken for a task to be done and outsource those tasks that require more time out of your daily routine.
- 15
If you are running a website, outsource customer service and support.
- 16
Use any accounting software for your business and manage your finances by outsourcing records to this software like Wave, Zoho etc.
- WHERE TO FIND OUTSOURCING PROFESSIONALS:**
- 17
Now that you have an idea about what you want to outsource, you need to find professionals for outsourcing.
- 18
Use Hubstaff Talent or Freelancer to get connected to talented professionals who will outsource your daily tasks with more efficiency.
- 19
You'll save both your time and money by outsourcing your common tasks.

Notes