

Not Sure What to Hand Over?

A quick way to spot the tasks, admin and follow-up that could be simplified, organised or supported.

You do not need to know exactly what to outsource before asking for support. Sometimes the first step is simply getting everything out of your head and onto paper. Use this quick worksheet to spot what is taking up time, headspace or energy.



1. Capture

Jot down the things that regularly take up space in your week:

- Fixed commitments
- Regular business tasks
- Follow-up, admin or maintenance jobs
- Things you keep meaning to do



2. Ask

As you look at the list, ask:

- Does this genuinely need me?
- Does it happen often?
- Is it working well?
- Does it feel messy, manual or easy to avoid?



3. Sort

Use these simple categories:

Stays with me

Needs your knowledge, judgement, or relationships

Keep for now

Not ready to hand over yet

Simplify / tidy

Needs a clearer process, template or system

Ready for support

Could be done or kept moving by someone else

Top three areas to look at first

- 1 _____
- 2 _____
- 3 _____

Which areas would create the most breathing space or reduce the most friction?



Need a hand sorting this out?

Jessanol supports small businesses with the practical behind-the-scenes work that keeps things moving, from admin and business support, client follow-up, document organisation, systems, processes and learning support.

Find out more: jessanol.com

