

Time to Delegate?

Step 1: Assessment

Should I delegate this task to an outsourcing partner?

		Yes	No
Risk	Am I an expert in this area, or do I have a team member who is an expert?	It may be appropriate to handle internally	What is the risk of making a mistake in this area? Consider an outsourcing partner
Productivity	Is my time (or my team's time) best spent doing this activity?	It may be appropriate to handle internally	Does it make more financial sense to pay someone else to do this? Consider an outsourcing partner
Stress	Do I enjoy doing this task?	It may be appropriate to handle internally	Does doing this task cause me a lot of stress? Consider an outsourcing partner
Feasibility	Is it possible to delegate this task?	If Risk, Productivity, and Stress questions above are answered with a "No": Consider an outsourcing partner	It must be handled internally

Step 2: Delegation

How can I find an outsourcing partner to handle this task for me?

- **Network:** Get a referral from your friends in NAWBO or another trusted member of your network.
- **Ask an Expert:** Get a referral from your CPA, attorney or other professional advisors you trust.



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