

VIRTUAL CATHY'S

5-STAR

DELEGATION CHEAT SHEET



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VIRTUAL
cathy

READY OR NOT...

There comes a day in every business owner's life when they realize one of three things:

- ★ Things are piling up.
- ★ There are tasks you really don't want to do, or downright loathe.
- ★ You're spending more time on menial tasks than on revenue-generating work.

Or maybe all three.

And let's be honest...there just aren't enough hours in the day to handle it all.

Now that we've named the obvious, let's get organized.

Introducing: Virtual Cathy's 5-Star Delegation Cheat Sheet

This quick tool helps you figure out:

- What absolutely has to stay on your plate
- What you can (and should) delegate

And yes, I know what you're thinking:

"Thanks, Cathy... great, but what if I don't have anyone to delegate to?"

Valid. But here's the thing: if you want to grow and scale your business without burning out, bringing in support is inevitable. This cheat sheet is your first easy step, helping you identify the right tasks to delegate and the right person to handle them.



HOW TO USE YOUR 5-STAR DELEGATION CHEAT SHEET

Getting started is easy. Just follow these steps:

1 CLICK THE BUTTON

Hit the “Get Your Cheat Sheet” button below. It will open the Google Sheet and automatically create a copy for you.

2 MAKE IT YOURS

Rename your copy so it’s easy to find. This is now your personal delegation tool.

3 FILL IN YOUR TASKS

List everything you do regularly, big or small. Don’t overthink it!

4 DECIDE WHAT STAYS VS. GOES

Use the cheat sheet prompts to determine:

- Tasks you must keep
- Tasks you could delegate
- Tasks you definitely want off your plate

5 PLAN FOR SUPPORT

Even if you don’t have a VA yet, this sheet helps you identify exactly what type of help you’ll need when the time comes.

6 START DELEGATING

When you’re ready, assign tasks to a team member, contractor, or future VA, and enjoy a little more freedom.

[GET YOUR CHEAT SHEET](#)



TIP: Update your cheat sheet regularly. As your business grows, your delegation plan should evolve too!

Your mission matters and so does the way you spend your time.

If you're ready to get support that helps you make a bigger impact, let's talk. A quick consult with Cathy can help you get started with clarity and confidence.

[Book a call today!](#)

Thank you!



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VIRTUAL ASSISTING



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