




5- STEP GUIDE

HOW TO

Work Fewer Hours & *Make More Money*



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A woman with long brown hair, wearing a white cable-knit sweater, is sitting on a dark grey couch. She has her right hand pressed against her forehead and is looking down with a stressed or tired expression. A laptop is open in front of her, but she is not looking at the screen.

Ok, so your business is growing but are you too busy to enjoy life now?

A lot of female entrepreneurs get stuck in this situation. They grew their business big enough to generate a sustainable income but it also took away time to rest, spend with family, go out for dinner or just enjoy life... Is this you?

Then you have to rethink the way you are doing things. Your business will continue to grow – no doubt about that – but you will also become busier and busier week after week. More clients means more stuff to do... and when you aren't prepared for the exponential growth you are experiencing right now, you will soon feel resentful, tired, and wishing you had your old 9 to 5 job back.

Don't let yourself get to this point!

You just need some help. Remind yourself that a lot of the tasks keeping you busy can be delegated. Think about forming your team starting NOW. Scale yourself. This guide will show you how to do it.



A STEP-BY-STEP GUIDE TO WORK LESS AND EARN MORE

**If you are looking to work fewer hours and make more money,
this 5-step guide is for you!**



What's Inside

Identify what your goals are for your business in the next 90 days. ★

Identify which goals are important to you. ★

List down the tasks necessary to achieve those goals. ★

Look at your current business revenue per month. ★

Hire a Virtual Assistant. ★





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STEP 1

Identify what your goals are for
your business in the next 90 days.

Here are some tips to help you set up some business goals:

1. Define Measurable Goals

The first step in setting business goals is determining exactly what you want to achieve. It is important to set clear goals; you should know exactly what you want to achieve, where you want to go, and you should not waiver from your objective regardless of failures along the way. Be as specific as possible so you can determine when you have reached your goal.



2. Be Specific

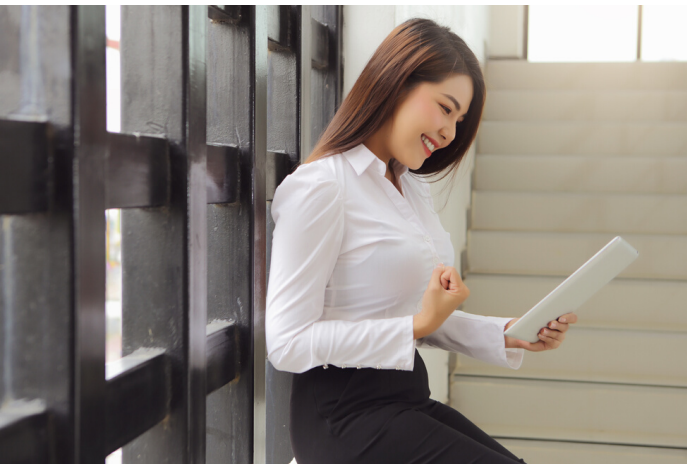
Make sure that your business goals are not too vague. Be specific and define your end goal. Then, create a road map for exactly how you are going to reach your goal.





3. Set a Deadline

If you do not set a deadline, your goal will fail. Goals without specific deadlines show that you are not fully committed. Pick a reasonable date that isn't too close, but also not too far away. Setting a deadline can help put your goal into context.



4. Commit To Your Goals

Commit to your goals and stick with it. Once you have set your plan in motion, stay motivated and see your goals through to the end. Avoid procrastinating or second-guessing your decisions as this will only delay the process. Don't forget to enjoy the journey and reward yourself for staying focused!



Now, let's list down
all your goals

**don't skimp, and just lay
it all out. Big goals, small
goals, everything!**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. In the top-left corner, there is a pink decorative element consisting of a triangle and a vertical bar. The paper appears to be a standard notebook or ledger page.



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STEP 2

From the goals you listed in step 1,
identify which 3 are the most
important to you.

Encircle them!



It's time to *prioritize your goals!*

By this point, you should have a list of all the goals you have brainstormed on paper. If you haven't done this yet, you should review the first step of how to set up some business goals.

Obviously, **all of your ideas and goals are essential** to you in some way, or you wouldn't have written them down. However, you need to prioritize which ones are the most important to you.





To help you prioritize your business goals, here are some questions that you can ask yourself.

1. Which goal(s) do I think about the most?

Among all of the goals that you have listed down, which ones are you thinking about the most?

2. Which goal(s) is going to create the biggest impact?

Take a look your list and identify the top 3 goals that are going to make the most impact for your business. Which one has the most benefit for you and your business?

3. What can I, and only I, do that will make a real difference?

Today, many businesses are offering similar services and products. To stand out from your competitors, you need to think about what you – and you alone – can do that will make a real difference.





4. What is the most valuable use of my time right now?

Effective time management is important in running any business, so you need to identify which goals will have the most valuable use of your time right now.

5. Which goals are fully within my control and not too dependent on other circumstances or people?

Review your list again and identify which goals are fully within your control. Which tasks do you have to handle by yourself and cannot be delegated to others (i.e. a virtual assistant)?

6. What will provide the most client value?

For businesses, providing client value is highly important. So, you need to identify which among your goals provides the most value both to you and your prospective clients.





8. If I completed this task, would it make everything else easier?

Does completing a particular task make it easier to do everything else? Identify which tasks you can do today that will make it easier for you to run your business moving forward.

9. How vital is it that I do this soon?

Setting a deadline for your goals is important; however, you also need to prioritize which ones must come first. Review your list and identify which goals must be done sooner rather than later. How will it impact your business in the long run if you complete a particular goal as soon as possible?

Answering these questions can help you narrow down your goals and help you identify which 3 are the most important to you.





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A woman with blonde hair, wearing a straw hat and sunglasses, is sitting on a pink towel on a beach. She is using a laptop. The background shows the ocean and a clear blue sky. A large pink semi-transparent rectangle is overlaid on the bottom right of the image, containing the text for Step 3.

STEP 3

List down the tasks necessary
to achieve those goals.



From the 3 goals that you picked, *list down the tasks* that need to be done in order to achieve those goals.
You can build your task list in the next page.

Take note to also identify which of the tasks **MUST BE** done by **YOU** personally and cannot be delegated or outsourced to another person.



Goal 1:

Goal 2:

Goal 3:





But, what does it take to achieve a goal and see it become reality?

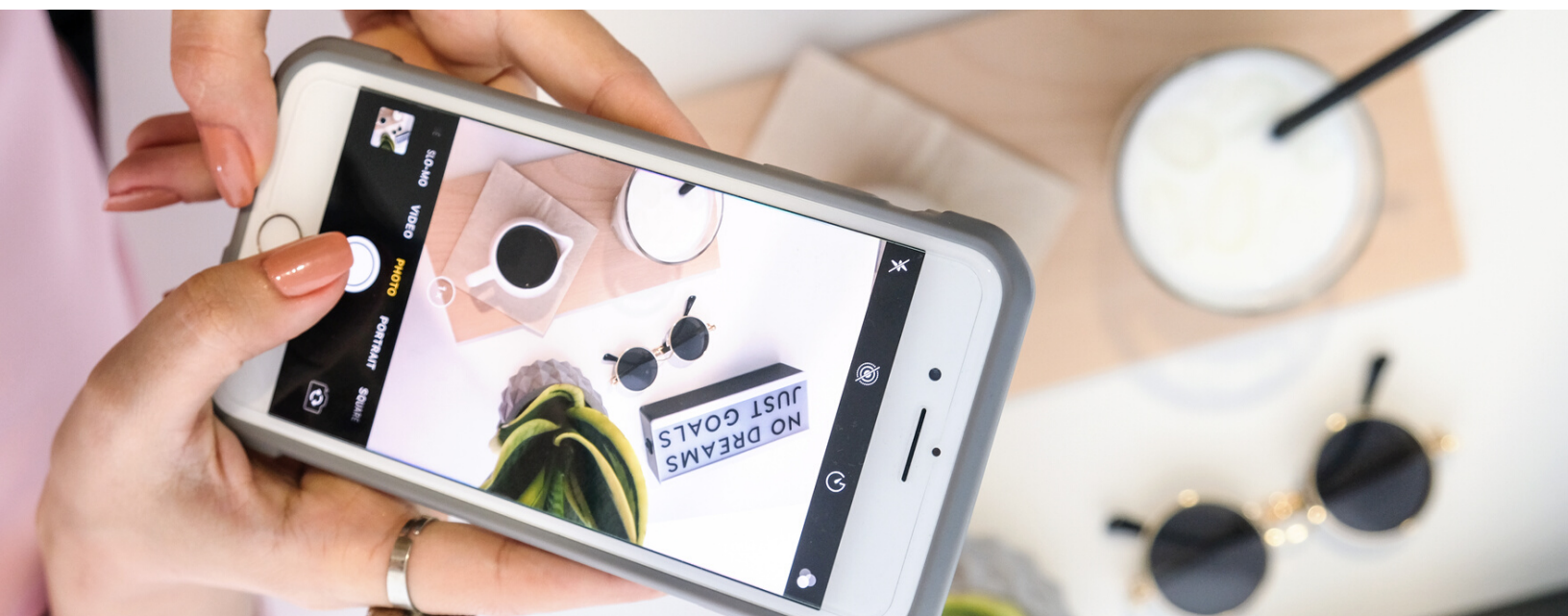
Here, we list down 5 actions that you can take to ensure that you achieve all of the business goals that you have.

1. Brainstorm what you have to do.

You have identified the goals that you want to accomplish; now you need to start strategizing what you have to do to reach that vision. You will need to do some brainstorming to identify the specific steps and tasks you need to complete along the way. Are there certain tasks that you need to prioritize? Are there any time-sensitive tasks that must be completed in a particular order? Start identifying what needs to happen when.

2. Develop an action plan.

An action plan is a road map that you can follow to help you achieve your goal. This will help ensure that you do not miss any important steps. Think of this as creating “mini-goals” – breaking down bigger goals into smaller steps, until you have more manageable “bite-sized” chunks. By doing this, your goal will seem less overwhelming and more achievable. Make sure to be specific about what you want to achieve every step of the way.





3. Take action.

There is no time like the present – so start taking action now! You have to start somewhere, so find your courage and just go for it. Your goals will never become a reality if you do not take action. It may seem overwhelming and scary at first, but you need to take that first leap. Are you still worried that you are not ready? Maybe you are still working on some of the details? Just take action now and you will start figuring it out as you go.

4. Delegate less important tasks.

If you have a big goal, you are probably going to need some help achieving it. In such cases, it is important to build a team and surround yourself with supportive people who will help you achieve your goals. Do have assistants or employees you can delegate tasks to? What about hiring a freelancer or a virtual assistant? As much as possible, focus on areas where your abilities are the strongest and find ways to delegate or seek help in areas you are weakest in.





5. Develop a “success mindset”.

Successfully reaching your goals is often determined by your mindset. Develop a “success mindset” – this means that you are confident in yourself and your abilities, but you are also able to learn from your mistakes. To survive the ups and downs that you will encounter along the way, it is crucial for you to develop and maintain a positive mindset. It is easy to feel discouraged and down when you face challenges. A positive mindset helps you find the “silver lining” in bad situations, and allows you to visualize your goal so that you can “see” yourself accomplishing your dreams.





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STEP 4

Look at your current business revenue per month.



How much are you willing to spend per month to hire someone – a *Virtual Assistant* – to do the tasks that don't need to be done by you?

Take note to include the tasks that are taking up a huge chunk of your time – those are the tasks that you should delegate to another person so that you can **spend your own time actually building your business.**



List down the tasks that you can delegate

What tasks are taking up your time but doesn't have to be personally done by you?

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STEP 5

**Grow your business by
building a team.**

Hire a Virtual Assistant.



Running a small business takes a substantial amount of time and effort. And when your venture is still starting up, you may feel like you just don't have enough hours in a day. If you feel like you need an extra set of hands, **consider hiring a Virtual Assistant (VA).**

With the right virtual assistant, you can delegate daily tasks to someone who is around to support you at all times. **Developing and nurturing your business doesn't mean that you have to drown yourself with various tasks.** It means being smart about choosing areas that require your attention – and the areas that you are strongest in – and letting your virtual assistant handle the rest.

A virtual assistant can take care of your day-to-day administrative functions, while you manage core business operations. All you need to do is hire the right person, clearly communicate responsibilities, and kick the relationship off. This leaves you with more time to make strategic decisions, grow your business, and most importantly, it takes some of the load off of your shoulders.





Still not convinced? Here are some of the top reasons why you need to get yourself a virtual assistant right now.

1. Get more hours to your day.

Struggling to grow your business because you are stuck handling seemingly trivial tasks? Hiring a virtual assistant frees up your time and allows you to concentrate on more productive tasks. Imagine how much faster you could grow your business if you spent more time developing brilliant business ideas rather than getting drowned by too much paperwork.

The great thing about working with a virtual assistant is that they can quickly adjust to your needs. They know exactly how you want your blog posts written, social media managed, or your emails answered. This leaves you with time – a lot of it. This is especially true if you are working with a virtual assistant from a different time zone. You can add more hours to your day and focus on what truly matters for your business.





2. Get value for your money.

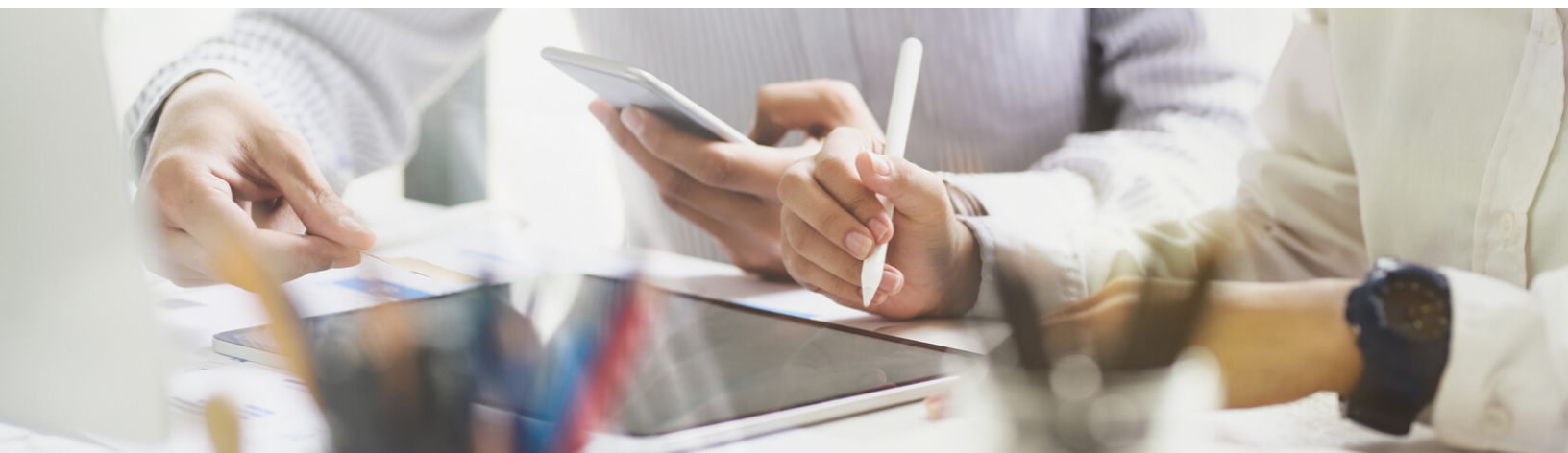
Why hire a full-time professional when you can hire a virtual assistant for a lot less? It's just smart business. Also, every virtual assistant brings specialized skills and their own extensive experience – both of which are invaluable for any entrepreneur.

3. Take some much-deserved time off.

Hiring a virtual assistant enables you to take a step back and enjoy some much-deserved time off every once in a while. Taking some time off can help you regain some perspective, not just on your business, but your life in general.

The Bottom Line

As any successful entrepreneur will tell you, finding the right balance is crucial and prioritizing is the smartest way to build a successful business. So, **hire a virtual assistant today** to fuel your business and enjoy a more productive entrepreneurial journey!





Hi there!

I'm Lisa Sabala.

Growing your business doesn't
have to be back breaking.
Build your team and hire a
Virtual Assistant

Schedule a Discovery Call

to see if we're a good fit.



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