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# 55 Projects to Outsource to your Team Now

Hard work is inevitable. Overwhelm is optional!

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<http://OutsourceEasier.com>



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# Liberate Yourself

**Outsourcing is a powerful tool for you if you want to scale and grow without burning out.** Because as wonderful and unicorn-like as you are, you simply can't do everything in your business. Or, do it all well. Use this list to decide what you'll project you'll liberate yourself from.



## Writing

A freelance writer can help you polish up your

1. Bio for LinkedIn
2. About page for your website
3. 30 second networking pitch
4. Blog posts
5. Newsletter
6. Product/Service descriptions
7. Landing pages
8. Welcome email sequence
9. White paper
10. Customer case studies
11. Podcast intro script

## Financial Team

When tax time rolls around you'll be super glad you had your financial team- (bookkeeper, tax preparer, accountant) to help you with

1. Setting up your online bookkeeping system like Xero
2. Balancing your checkbook
3. Running monthly and quarterly financial reports
4. Deciding which business structure is best for your business

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5. Creating financial projects to help you create pricing
  6. Installing an accounting method like Profit First to manage your money
  7. Creating financial document for loans and grants
  8. Succession planning
  9. Long term wealth planning
  10. Doing your taxes

## Lawyer

Lawyers are good for more than getting you out of a jam. Your lawyer can be the connector that your business needs. She can also help you with

1. Understanding the liabilities in your business, particularly state laws
2. Advice on your business structure (you want both to weigh in)
3. Draft your contract
4. Draft your website terms and conditions
5. Craft your partnership agreement
6. Negotiate your lease
7. Protect your in copyright or trademark issues
8. Help you figure out how to work globally
9. Introduce you to referrals
10. Help you find funding

## Virtual Assistant

Today's virtual assistant, a remote worker, specialized in specific tools, software or processes to be even more efficient. In this list, your General VA will get to be your right hand woman because she's be your hands when it comes to

1. Researching your target market for influencers and leads using big data
2. Managing your Pinterest boards and promotion
3. Filter and manage your email
4. Answer customer service emails and requests
5. Prepare powerpoint presentations
6. Create worksheet and forms

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7. Assist you by sharing questions on webinars
  8. Manage your blog editorial calendar
  9. Promote your blog
  10. Send invoices and follow up
  11. Post to Facebook
  12. Gather and track your social analytics for you
  13. Upload your videos to YouTube or Vimeo
  14. Proofread your materials
  15. Submit articles, videos etc on sharing sites

## Web Person

A tech person who can help you manage your website as well as deal with software that goes bonkers is worth his weight in gold. You want a local IT person who can come over and add new memory to your computer and clear files. You also want online help that specializes in the software and plugins you use.

1. Install Wordpress
2. Set up initial plugins like Akismet for spam
3. Install your site theme and customize
4. Install and set up your shopping cart or affiliate program
5. Set up your meta tags with keywords
6. Optimize your site for better conversion
7. Set up sub-domain if you want a second site
8. Update theme and plugins as needed
9. Set up your firewall protection
10. Get rid of Google analytics spam

*Want more ideas on how to use your team to get more done with less stress?*

Let's talk! Dina Eisenberg