

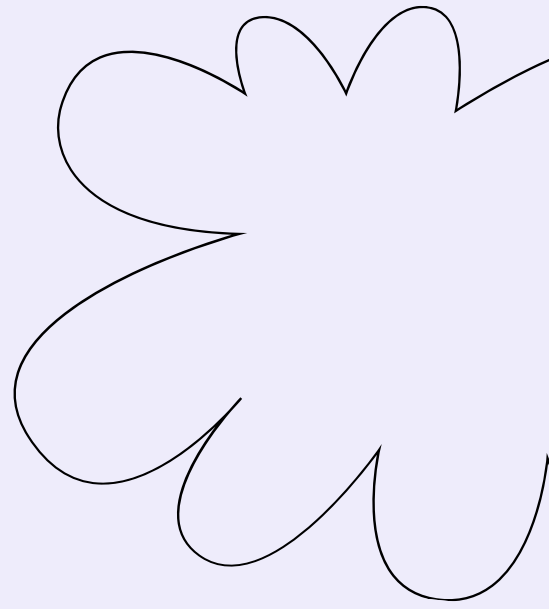


allsikes

The ultimate
guide to
reclaim
your most
valuable
asset: **Time**

19 tasks you didn't know you could delegate

Content



Introduction

Chapter 01 - Administrative Excellence

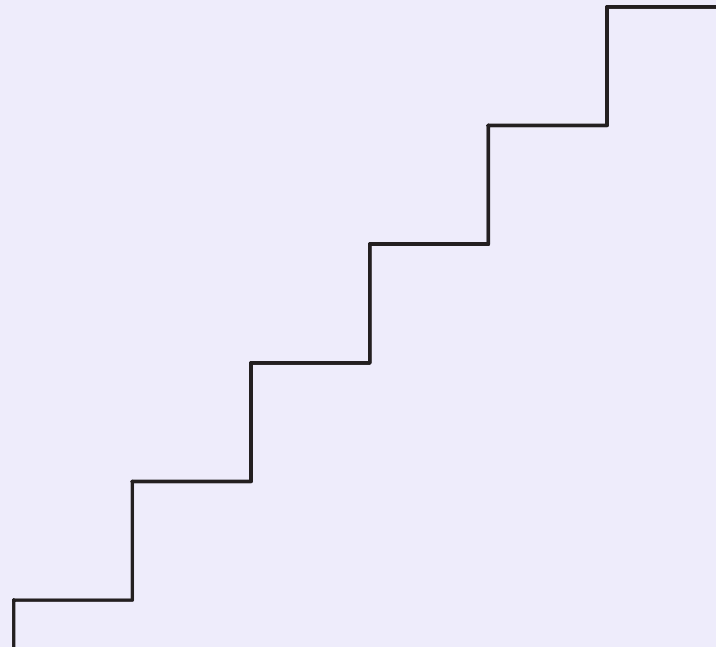
Chapter 02 - Customer Care

Chapter 03 - Social Media Mastery

Chapter 04 - Creative

Chapter 05 - Research and Analysis

Conclusion



Introduction



Dear entrepreneur,

We've crafted this guide to help you reclaim your time.

We believe in efficiency over tradition. If you're reading this, it's because you're seeking answers, and that's exactly what you'll find here.

Hiring is a simple transaction, quid pro quo. The challenge lies in finding someone who fits your needs and building a relationship that leads to success.

This guide will help you achieve the latter. You'll discover tasks you may have never considered delegating.

Don't let our directness deter you from asking questions. We enjoy conversations as much as we avoid wasting time, so feel free to learn more by contacting us at allsikes.com/contact.

Best,

The Allsikes Team



What can I delegate?

Ever found yourself buried under a mountain of tasks that seem to pull you further away from what truly drives your business forward?

It's a common dilemma many of us face – the struggle to juggle all the moving parts while still keeping our eyes on the prize.

What if I told you there's a game-changing solution right at your fingertips? It's called delegation, and it's the secret sauce to reclaim your time and focus on what truly matters.

So, what exactly can you delegate to a remote worker? Well, the possibilities are endless. From mundane administrative tasks to intricate research projects, there's a whole world waiting for you to explore.

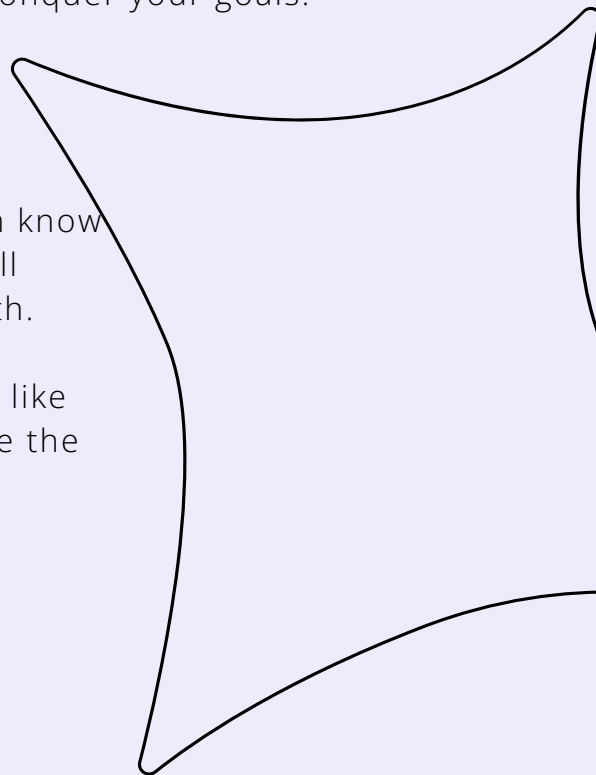
Picture this: You, liberated from the shackles of email overload, calendar chaos, and data entry drudgery. Instead, you're free to dive headfirst into the heart of your business, laser-focused and ready to conquer your goals.

We're about to embark on a journey of discovery.

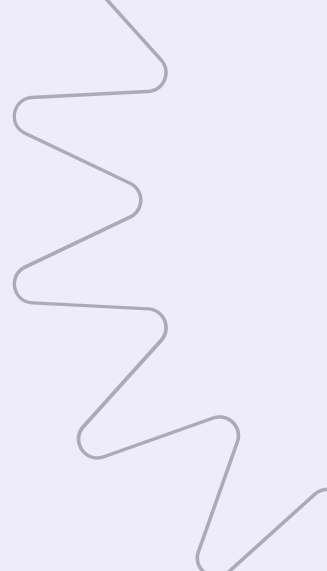
Together, we'll uncover the top tasks you didn't even know you could delegate – tasks that, once outsourced, will transform your productivity and your business growth.

So, sit back, relax, and get ready to unlock your time like never before. Because trust me, once you experience the power of delegation, there's no turning back.

Let's dive in.



Administrative Tasks



N.1 EMAIL MANAGEMENT

Email management involves organizing an inbox to ensure efficient communication. This task is crucial for individuals or businesses receiving high email volumes, ensuring timely responses to avoid missed communications. This task can be done by a part-time or full-time worker, depending on your needs. Make sure you try some of the email sorting techniques out there, like Inbox Zero!

N.2 SCHEDULING/BOOKING

If half of your day is spent in meetings, this is for you. Or if your team travels, consider this a strategy to keep things within budget. As long as you are clear with the rules for booking, you should be all set here!"

N.3 CRM/CSM MANAGEMENT

Think about your website. Are you certain all the information displayed is accurate and up-to-date? How many emails on your email list are going to addresses you'd prefer to avoid? These are all questions you could delegate to a remote worker with entry-level skills!

N.4 PRESENTATIONS AND DOCUMENTS

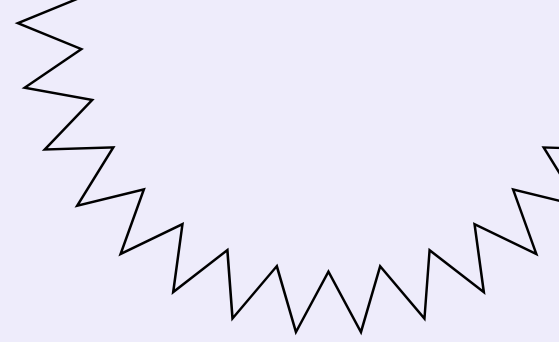
This one is pretty straight forward. Just remember all the time you spent looking for the right font or picture for that presentation. Delegate it to someone and simply give it your touch once it's done.

N.5 DATA ENTRY/REPORTING

Some tasks simply cannot be automated, either due to a lack of an API or because you want to double-check. However, this doesn't mean you have to spend time going through each of them yourself.



Customer Care



N.6 TROUBLESHOOT AGENT

Don't let your customers wait; you know how annoying it is to be on hold for more than one minute. Even if you are not taking the phone calls or answering the emails yourself to start with, the amount of headaches you can save by having a dedicated troubleshoot agent is worthy of consideration.

N.7 COLD OUTREACH

Not all customer care is reactive; you can always reach out first to make sure everything is working fine, to confirm that the solution you provided a few days back solved the issue they were having, and perhaps ask if they know about your new service."

N.8 FRONT DESK

You might not get that many calls or emails on a daily basis, but you still need someone to answer the phone. Have you ever considered having a virtual front desk? It works great if you want to save some money or extend the hours of your business.

N.9 QUALITY ASSURANCE

Ensuring that all processes are being followed is a must. However, it is a cumbersome task to do, as no one likes to be the bad cop. Quality assurance (QA) is one of the best tasks for remote workers as it allows you to have a team of unbiased agents who can provide you with fair feedback based on your own rules.



Social Media

N.10 CONTENT CREATION

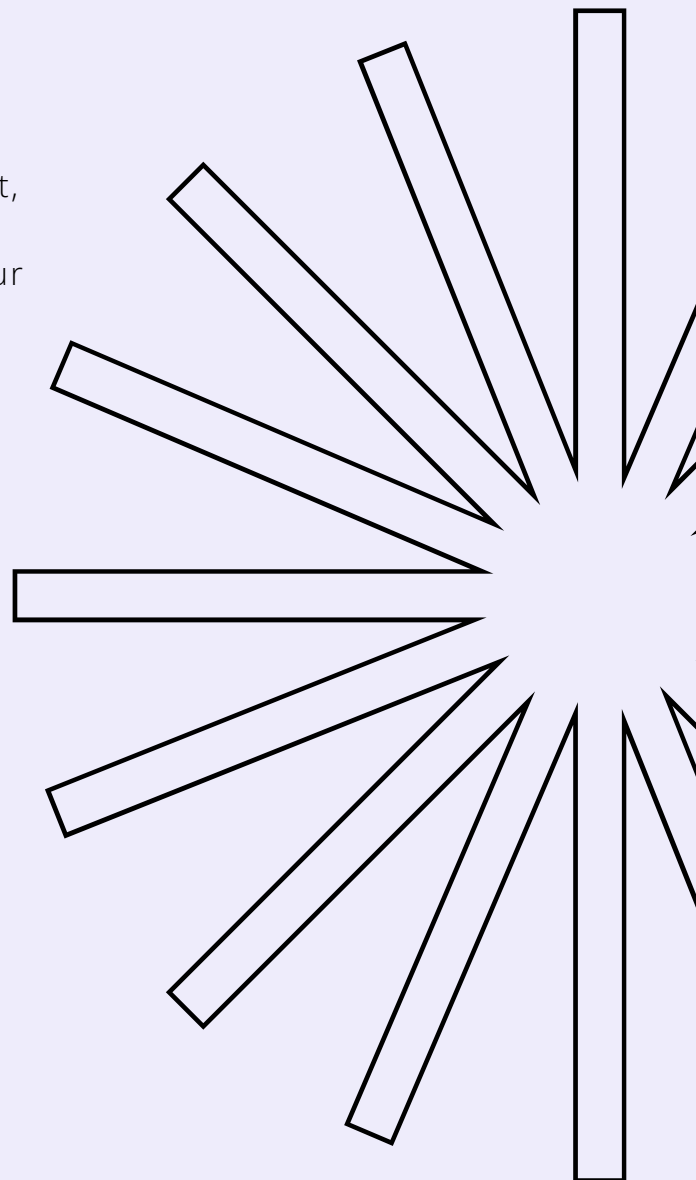
Conversions happen in conversations, and if you want to start those online, the best way to go is with great content. Not all of us have been blessed with design mastery, so why not delegate this to someone who has the knowledge and creativity to get those conversations started?

N.11 COMMUNITY ENGAGEMENT

This is crucial for fostering brand loyalty and awareness. It includes managing social media channels, responding to comments, organizing online events, and moderating forums. Engagement helps gauge community sentiment, providing feedback for improvements. This could be for both your personal brand and your company profile.

N.12 ONLINE REPUTATION

This task includes addressing negative reviews, promoting positive testimonials, and managing social media comments. Unlike the previous one, this is more focused on monitoring all feedback related to your brand/name online and working towards guiding the conversation to a positive tone if needed.



Creative

N.13 IMAGE EDITING AND DESIGN

Image editing and design involve creating and refining visual content for digital and print platforms. This task is essential for marketing, branding, and communication. There are several platforms where you can hire someone on a project basis, but it is not financially sustainable if you need this often.

N.14 WEB DEVELOPMENT

Web development involves creating and maintaining websites, including front-end design and back-end functionality. It's crucial for businesses and individuals to establish an online presence. There are multiple options in the market that range in functionality and interface friendliness. Having a dedicated designer and web architect can simplify the process.

Remember that websites are not static and require changes as the business develops. Having someone update, supervise, and design websites can streamline your processes and save you hours on the phone with customer service.

N.15 VIDEO EDITING

It is no secret that what sells the most is video content, whether we talk about a video podcast, reels, webinars, or online courses. Video is king, hence why having a video editor can take you places.



Research and Analysis

N.16 MARKET RESEARCH

Market research involves gathering and analyzing data about competitors and consumer behavior. This task is key for informing business strategies and product development. It might include surveys, focus groups, and analyzing trends to understand market needs with an angle that benefits your business.

N.17 LEAD GENERATION AND PROSPECTING

Selling is the cornerstone of every business, which is why you might spend most of your time working on this. But that doesn't necessarily mean you have to do the whole thing yourself. Identifying and cultivating potential customers for a business's products or services can be easily done remotely. As a matter of fact, you might have used an email list created by a remote worker already.

N.18 PRODUCT TESTING AND RESEARCH

Testing a website, funnel, app, etc., will help you find loopholes or bugs proactively. Additionally, reverse engineering could tell you more about what your competition is doing.

N.19 PRODUCT TESTING

Testing a website, funnel, app, etc will help you find loopholes or bugs proactively. Also, if reversed engineer could tell you more about what your competition is doing.



The Bottom Line

Congratulations! You've just unlocked the key to reclaiming your time and unlocking your business's true potential.

By discovering the power of delegation, you've taken a significant step towards enhancing your productivity and propelling your business to new heights.

But here's the thing: knowledge is power, but action is what drives results.

Now that you've seen the immense benefits of delegating to remote workers, it's time to take the next bold step. Stop letting those tedious tasks hold you back and start focusing on what truly matters.

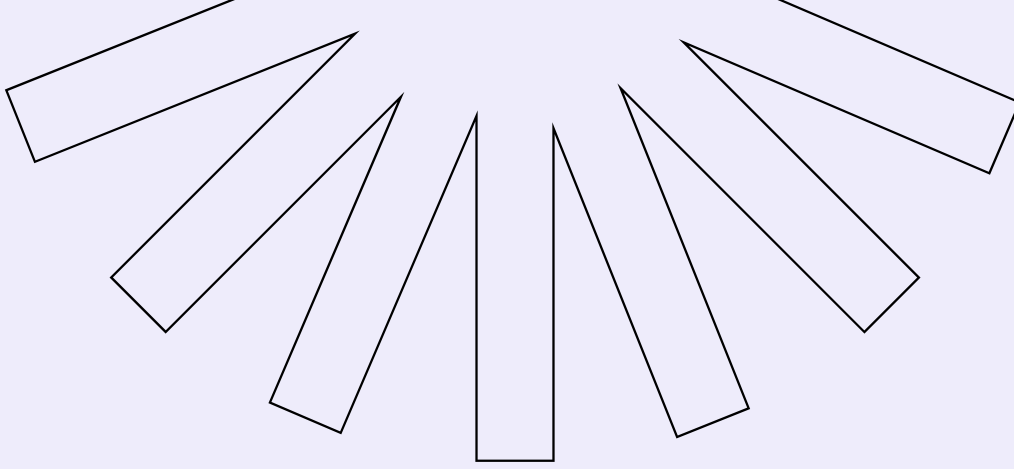
So, what are you waiting for? Make the leap to take your business to the next level. And we're here to help you every step of the way.

At Allsikes, we specialize in finding the perfect remote talent to meet your unique needs and goals. Our scouting service takes the guesswork out of hiring, connecting you with top performers from around the globe so you can build a powerhouse team.

Ready? Contact us today, and let's make it happen together.

The future of your business is waiting – are you ready to seize it?





Looking for more insights like this?

Apply To The Remote Ops Masterclass

Unlock the full potential of a remote team: learn where and how to hire abroad, maintain communication, ensure timely deliverables, maximize your investment's output, and much more.

APPLY TO THE MASTERCLASS



ALLSIKES.COM