

# Chris Ducker's 3 Lists to Freedom

## List #1: The Things You Don't Like Doing

This list, as Chris says, is "procrastination nation"; meaning this list should include everything you know you have to do, but simply don't like doing or procrastinate on until the eleventh hour.

These tasks are usually then rushed, meaning there is a chance of screwing them up because you're rushing to just get them over and done with.

If you have any tasks like this in your business, write 'em down!

## List #2: The Things You Can't Do

This list takes a little bit more discipline to complete thanks to the fact that most of us entrepreneurs suffer from, what Chris likes to call, "superhero syndrome" meaning we think we can do it all.

And while we may be able to do most of it (and lawd knows we try!), there are certain tasks that more qualified, experienced, and talented outsources can handle for you instead.

So what could go under this list? Things like logo design, web design, SEO, or anything that you may have a working knowledge of but aren't proficient at, should be handed off to an outsourcer.

## List #3: The Things You Shouldn't Be Doing

This list is personally my favourite, and one Chris says is one of the most important because it gets you to engage your brain as opposed to just "following your gut".

This is the list where you as the business owner really need to hone in on what tasks you, as the Head Cheese, shouldn't be doing in your business.

These tasks may be things you can do yourself or even like doing, but as the business owner shouldn't be doing because your time is better spent focusing on more important tasks—like strategizing for growth, coming up with new products or services, or even just spending time with your 20 percentile clients.

Once you figure out these 3 lists, you can then start to use services such as oDesk, or even Chris's own service, [Virtual Staff Finder](#) to hand off the tasks you have already outlined.

But the madness doesn't end there because Chris then went on to detail even more tips to make your transition to outsourcing even easier...

Tips like GET YOURSELF A GENERAL VA! Okay so he didn't yell it, but I am because general VAs are so freakin' handy to have around.

Why?

Because they essentially become your right hand (wo)man and can handle tasks, such as:

- alleviating some of the day-to-day stress of running your own business
- comment moderation
- filtering your email
- content research (read: not the writing or creation process, just the research)
- competitive analysis
- keyword research
- organizing your schedule
- scheduling meetings

- ordering gifts
- making travel arrangements

Whatever you can think up, you can outsource. Which makes outsourcing even more fun!

But! A word to the wise...

Just be sure you [have some systems and procedures in place](#) before actually forking out the dough, or you will end up spending most of your time explaining to them how to do the task exactly how you like it.

And that ain't exactly productive, liberating, or time efficient.

**[Want to Take the First Step in Creating a Business that Can be Easily Handed Off to a VA? Sign Up for Your Free 7 Day Escape Plan!](#)**