Outsourcing at Home

These are the tasks which you will derive a time benefit from outsourcing. It could be that you don't enjoy the task, that it takes too much of your time, or someone else (an expert) can perform the task faster, better and more economically than you.

Work down the Date column and nominate the date by which you will have outsourced the task. Keep a running record of the time you reclaim.

Outsourcing at Home	Date	Time Reclaimed