

Your Time Back

10 Tasks You Shouldn't Be Doing as a Business Owner



You Didn't Sign Up for Burnout

If you're like most small business owners, you wear every hat—CEO, admin, customer service, operations, and more. But doing everything yourself isn't sustainable. It leads to:

- Burnout
- Missed growth opportunities
- Constant stress

Here's the truth: You can get your time back—and it starts with delegation.

In this guide, we'll show you 10 high-impact tasks you can start outsourcing right now to lighten your load and give you space to lead again.

Top 10 Tasks to Delegate

1. Email Management – Let your assistant filter, respond, and prioritize your inbox.
2. Calendar Scheduling – Delegate meeting coordination and appointment setting.
3. Client Follow-ups – Automate check-ins and keep leads warm.
4. CRM Updates – Keep your data clean and organized.
5. Travel Planning – Book flights, hotels, and create itineraries.
6. Invoicing & Bill Pay – Ensure timely payments and financial tracking.
7. Online Research – Get the insights you need without the time sink.
8. Social Media Scheduling – Keep content flowing without logging in daily.
9. Document Formatting & Data Entry – Clean up spreadsheets and decks quickly.

10. Customer Service Tasks – Handle FAQs and manage front-line inquiries.

Client Experience

"I used to spend half my day just managing emails and tasks. Within one week of working with my Dash assistant, I had time to think, plan, and actually grow my business again."

— Founder & Therapist

Ready to Get Your Time Back?

Here's how to get started:

- Book a free consultation
- Get matched with a vetted virtual assistant
- Start delegating and reclaiming your time

Visit: hirewithdash.com

Delegation Kickstart Checklist

- Choose your top 3 most time-consuming tasks
- Block 30 minutes to outline delegation instructions
- Create a shared doc or tool (we'll help you!)
- Schedule your onboarding call with your new assistant
- Watch your to-do list shrink