

114: Outsource and Automate, in Work and in Life

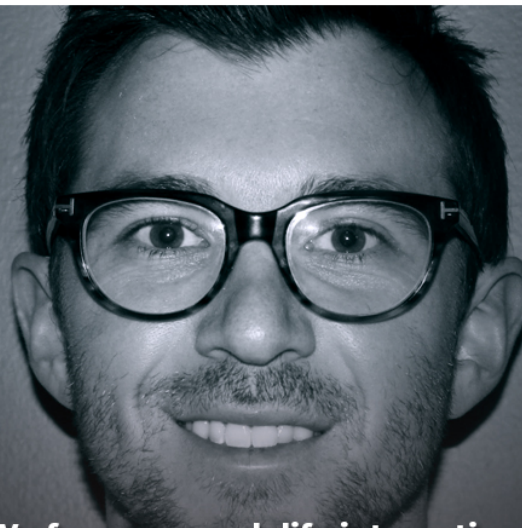
10 Point Checklist

Nick Sonnenberg

Want to gain as much knowledge as possible out of Get Yourself Optimized? Read on below for a **10 point checklist** that gives the next, real steps you can take for introducing these insights and optimizing your life.

Get **YOURSELF OPTIMIZED**

HOSTED BY **STEPHAN SPENCER**



**"We focus on work life integration
because time is time."**

NICK SONNENBERG

10 STEPS YOU CAN TAKE TODAY

**Want to take charge of your health, wellness, and success?
Here are 10 steps that can move you closer to your goals – today.**

- Separate my personal life and business life and use my time wisely. I can become more accomplished by establishing a work-life balance.
- Delegate tasks to other skilled people. Focus on work that matches my skillset.
- Find automation systems to use in my operations. Saving as little as five minutes per day can help me optimize my productivity.
- Utilize Gmail's features to help me manage my inbox. Practice the zero inbox policy
- Use Slack to improve my communication and quickly delegate tasks.
- Keep track of all my team's tasks by using a project management app such as Asana or Trello. Take advantage of the Kanban method to visualize my workflow.
- Document processes, systems and online calls through screenshot recording and keep this information in my files.
- Hire a virtual assistant to help me maximize my time. Give them tasks that are easy to handle to clear up my schedule.
- Use a version control software like [GitHub](#) to protect my site and revert back to an older version in case a bug is found.
- Subscribe at [Leverage](#) to get access to a pool of talented professionals who can help me accomplish tasks from booking plane tickets to designing my new website.

To view the transcript, resource links and listen to the podcast, visit:

<https://www.getyourselfoptimized.com/outsourcing-automate-work-life-nick-sonnenberg/>