

How Professional Business Owners Win Back 10+ Hours a Week



This **Time Log** provides a clear picture of your daily workload and highlights the hidden tasks draining your time, helping you decide what to streamline or delegate.



Confidently Delegate Your Back Office Tasks and Free Up Your Time

Introduction

Delegating admin, bookkeeping, and back-office tasks can feel daunting, especially if you've been doing everything yourself for years.

This guide will help you confidently hand over routine work while keeping full visibility and control, so you can focus on what matters most.

Why Delegation is Essential

Frees up your time for growth and strategy

Reduces stress and risk of burnout

Brings in specialist expertise

Ensures nothing slips through the cracks



Tip – “Every hour you spend on non-essential admin costs you twice, once in lost time, and again in missed opportunities to serve clients or grow your business.”

Things to Consider

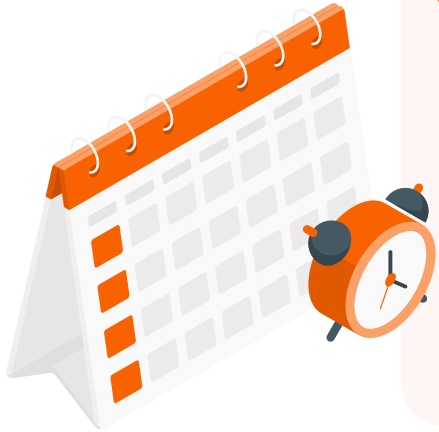
- Which tasks require the least specialist skills?
- What could easily be delegated?
- Which activities consistently break your focus?

Your Delegation Planner

Find your biggest time-wasters and delegate them fast.

Free up time for:

- Activities that directly grow your revenue
- Elevating your client experience
- Staying ahead rather than catching up



Delegate

- Admin tasks
- Bookkeeping preparation
- Inbox management
- Scheduling
- Document organisation
- Call handling

Automate

- Recurring reminders
- Simple approvals
- Task workflows
- Basic reporting

Stop

- Non-essential tasks
- Duplicated work
- Low-ROI activities

Keep

- Client work
- Strategy
- Decision-making
- Quality control

What Happens When You Delegate

- More focus – you finally work on the things that matter
- More consistency – deadlines stop slipping
- More freedom – your evenings and weekends back
- More clarity – less noise, more confidence

Step 1: Identify What to Delegate

- List your weekly tasks
- Highlight what drains your time or isn't your strength
- Consider what you do out of habit, not necessity

Examples: invoicing, payroll, diary management, chasing payments, emails, etc.

Tip – “Use this task log sheet to identify which tasks eat up the most time, disrupt your workflow, and consistently go unfinished, so you can pinpoint what to delegate and reclaim your day.”

Step 2: Choose the Right Support

- Decide if you need a virtual assistant, bookkeeper, or full back office team
- Look for qualifications (e.g., AAT, Xero certification) and relevant experience
- Ask for references or case studies

Tip – “Check out Google reviews or other trusted review sites to see what real clients have to say about services. Their feedback can give you valuable insight into a company's approach, reliability, and results before you decide to work with them”

Step 3: Set Clear Expectations

- Define the scope of work and agree on deliverables
- Set communication preferences (e.g., email, phone, WhatsApp)
- Agree on response times and reporting frequency
- Use checklists or simple process templates to ensure consistency

Tip - "Set clear expectations from the outset by defining the scope, agreeing on deliverables and response times, choosing communication channels, email, WhatsApp, phone etc"

Step 4: Stay in the Loop Without Micromanaging

- Request regular updates or summary reports
- Use shared calendars, project management tools, or cloud folders
- Schedule periodic check-ins to review progress and address questions

Tip - "Stay informed without micromanaging by requesting regular updates, using shared tools for visibility, and scheduling occasional check-ins to review progress and resolve any questions."

Step 5: Review and Refine

- Assess results after the first month
- Give feedback and adjust processes as needed
- Celebrate the time and energy you've regained!



Tip – "Openly share feedback—positive or negative—to help refine processes. A quality outsource provider will use your input to make improvements and ensure you're satisfied with the results."



Am I Ready to Delegate?

Tick all that apply:

- ☐ I spend more time on admin than on paid client work
- ☐ My evenings or weekends involve "catching up on paperwork"
- ☐ I feel guilty when invoices or follow-ups are delayed
- ☐ I'm frequently interrupted by small, repetitive tasks
- ☐ Important tasks slip because I'm overwhelmed
- ☐ I can already identify at least three tasks I'd be happy to hand over

If you tick three or more, you're ready to start delegating.

Case Study: How Delegation Transformed a Small Business

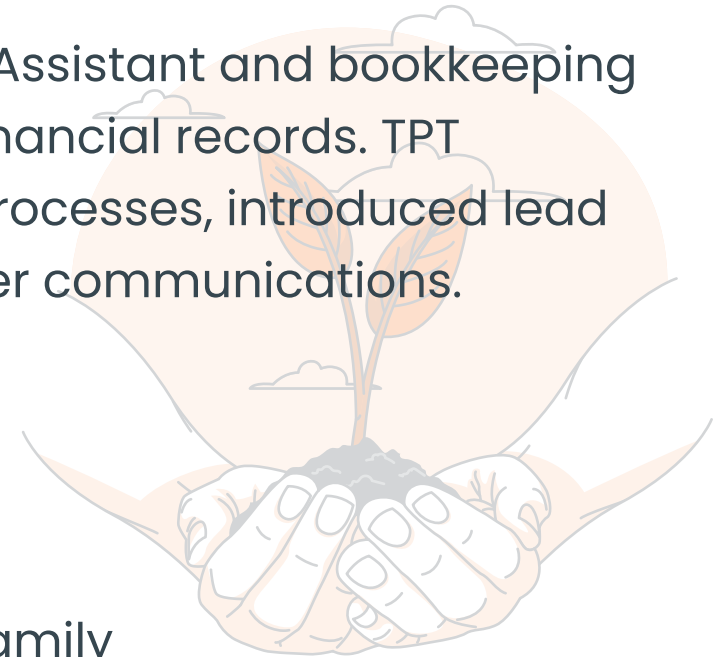
Client: A rapidly growing, family-run landscaping company in the UK.

Challenge: Overwhelmed by admin: job scheduling, client emails, and social media took up valuable time, leaving little room for business development or family life.

Solution: The Paperwork Team delivered hands-on Virtual Assistant and bookkeeping support, managing schedules, emails, social media, and financial records. TPT integrated seamlessly with company systems, improved processes, introduced lead management tools, and streamlined supplier and customer communications.

Results:

- Lead conversion increased by 30%
- Admin time reduced by 40%
- Gained 50% more time for business development and family
- Smoother supplier and customer communications
- Greater confidence in company growth and operations



Complete to see where you spend your time, understand patterns and find out what can be added to your "Things to delegate" List

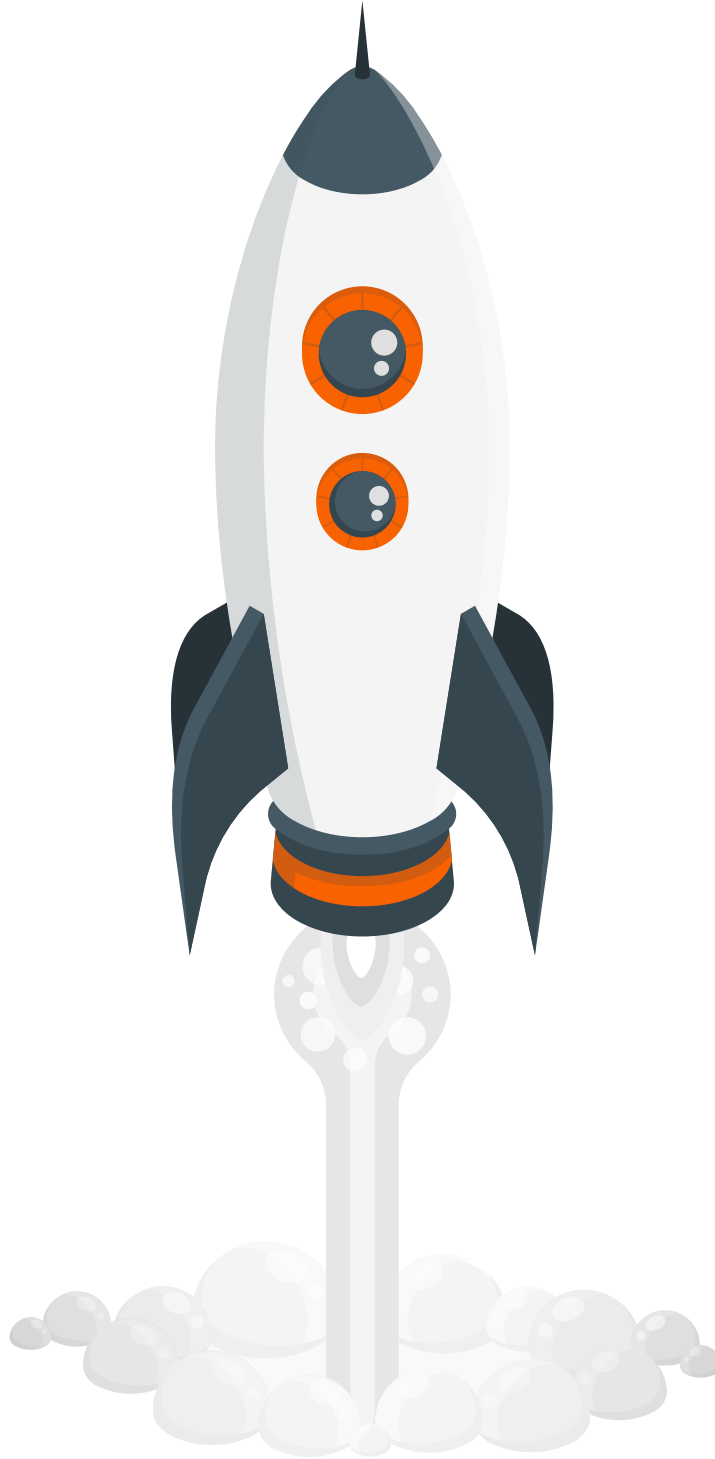
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Use this section to identify and manage the distractions that interrupt your work and disrupt your focus.

[illegible]

Unfinished Tasks

[illegible]

Tasks to Delegate

[illegible]

How to Delegate

Complete this check list to delegate effectively.

[illegible]

For Example:

Check list	Done
List all recurring admin and finance tasks	✓
Decide which tasks to delegate	✓
Research and select a qualified support provider	✓
Write a clear brief outlining deliverables and deadlines	✓
Share necessary files, passwords, and access (securely)	✓
Agree on communication channels and frequency	✓
Set up regular review meetings or status updates	✓
Provide feedback after the first month	✓
Adjust processes as needed for continuous improvement	✓



Template

Subject: Delegation of Tasks

Hi [Support Provider/Team Member Name],

I'd like to delegate the following tasks to you:
[List specific tasks: e.g., invoicing, payroll, diary management, expense tracking, social media, etc.]
[Specify frequency: weekly, monthly, etc.]
[Outline any deadlines or priorities]

Please confirm the process you'll follow and let me know if you need any additional information or access.

For communication, I'd prefer [email/phone/WhatsApp], with a summary update every [week/fortnight].

Let's schedule a check-in call after the first month to review progress.

Thank you,
[Your Name]



Ready to Delegate with Confidence?



The Paperwork Team has provided reliable, back office support to UK businesses since 2011.

You stay in control – we take care of the rest.

Book a free consultation or give us a call.

Can you just? Absolutely, we can!



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