

A teal-colored rectangular area at the top of the page, featuring a faint, repeating pattern of light-colored flowers.

*delegation and
elimination workbook*



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Success in business can't happen in a bubble...

So many entrepreneurs fight for their businesses at the sacrifice of their health, their financial stability, and the time spent with family. Working so hard and being so busy all of the time results in a ticking time bomb where your body or your life will tell you “enough!” The best thing to prevent this is to relinquish control, create systems, and cut out the fluff.

I've created this workbook in the hopes that it prevents you from succumbing to burnout in your business. Even small steps towards allowing yourself to relinquish control can be huge in keeping a positive outlook and will help you succeed. Let me know on twitter [@handmadebk](https://twitter.com/handmadebk) if any of these tips work for you because I would LOVE to read about your success!

Megan BF

[Handmade Brooklyn](https://www.handmadebrooklyn.com)

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Delegate, automate, eliminate:

Start filling out this worksheet with the tasks that need to get done on a regular basis, then have some tough love with yourself about if it's really worth your time, or if there is another way. For example:

Tweets need to go out daily to engage my audience and build a fanbase, but I can't be on social media all day, even if I set an alarm to make a new post. So I would check off "automate" and then look into the bajillion different automation apps for Twitter (like Hootsuite, Buffer, Tweet Jukebox) and also maybe "delegate" if I want someone else to manage it (I do!)

Task	Keep	Eliminate	Automate	Delegate