

# THE TRADIE SHOW

The Tradies Guide To  
Outsourcing Admin Tasks



[lifestyletradie.com.au](http://lifestyletradie.com.au)

EPISODE 11

# The Tradies Guide to Outsourcing Admin Tasks

## What is outsourcing?

Outsourcing is the practice of having certain job functions completed outside your company instead of an internal employee handling them. You outsource to either to a company or an individual.

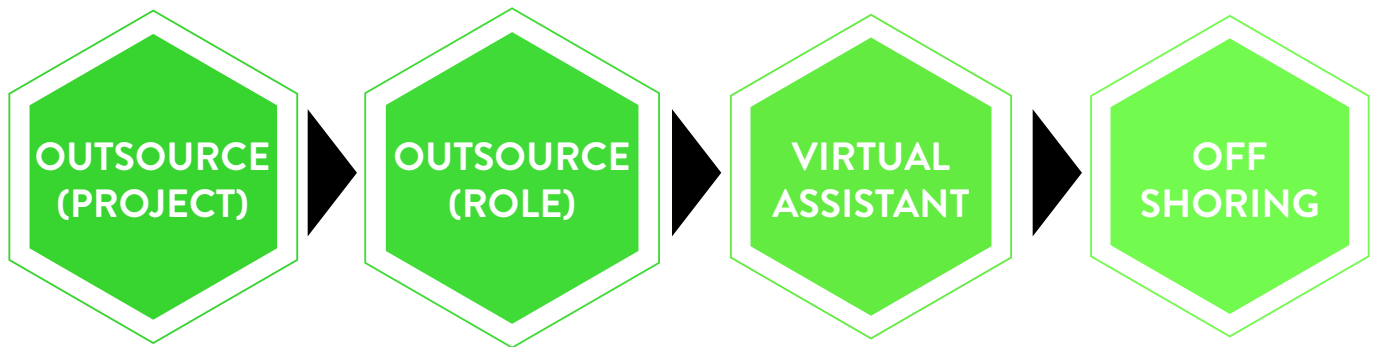
## What are the benefits of outsourcing?

Outsourcing admin tasks will allow you to make more money from your trade business, and give you more time and freedom.

## Exercise

1. Write two lists over a couple of weeks
  - a. What do you do in your day with regards to work? E.g. answering phones, collecting mail
  - b. What do you do in your day with regards to home? E.g. cooking, cleaning, gardening
2. Then decide;
  - a. What is your hourly rate?
  - b. What could you have been generating in the time it takes for you to do certain tasks?
  - c. How much would it cost for you to have it outsourced these tasks?
3. From your answers to the statements in 2) Highlight anything that is less than your hourly rate (less than the money you could be making in a job in the time it takes to do that task).
4. Using the highlighted tasks make three lists;
  - a. Stop – which of these tasks can you stop completely because they're low-income tasks that would be silly to continue doing. E.g. Book-keeping, collect mail, weekly wages, chase money, read/reply emails.
  - b. Keep – which of these tasks should you keep doing because you know how to do them best and it could be detrimental to your business if someone else did them. E.g. Answer phones, being on the tools, running team meetings
  - c. Start – which tasks do you need to start doing that you haven't been doing because you've been so busy and overwhelmed with these other tasks. E.g. Write/follow up quotes, staff training, self education, marketing/business plan

## 4 Solutions to Outsource Effectively



### Outsource (project)

- Individual
- Short/long term project e.g. a logo
- Work from home/freelancer so you don't need an office
- Cheapest option for businesses getting started
- You can use companies such as fiverr, Upwork, 99designs

### Outsource (role)

- Company
- Long term arrangement e.g. a book-keeper
- Great for when the role is still an income producing role for you but isn't your forte and you would make more money if you went out and did a job in that time.
- Complete role of your business
- Part of your team
- They can work from their own office

### Virtual Assistant

- Individual
- Work from their home/their own computer
- Complete role of your business
- Managed/trained by you – treat them as a team member so they respect you and know your expectations
- They can take on tasks that you no longer want to do

- Be careful with virtual assistants from home. You want to make sure that they're doing the 40 hours a week you hired them for. You can opt for a virtual assistant from an office, although this may be a little bit more expensive
- Use Skype to communicate with them so you can see their face and create a connection with them

### Off shoring

- Individual or team
- Rent a physical office space overseas
- Complete role of your business
- Trained by you in collaboration with office staff
- Safe environment
- Productive staff
- If your staff are working from overseas where internet might be a problem this option is good because they are working in an office where there would be a better internet connect and back up generators etc.
- What could they be doing in the office?
  - Answer Phones, Data Entry, Manage Social Media, Lead Generation, Infographics, Email Management, Email Marketing, Live Chat, Update Website, CRM Operations, Update Blog, Research, Update Website, Graphics, SEO, Create Newsletters, Calendar Management, Customer Support, Maintain Websites, Build Landing Pages, PLUS SO MUCH MORE...

# What's next?

You're the one wearing the heavy load of responsibility — and suffering major stress.

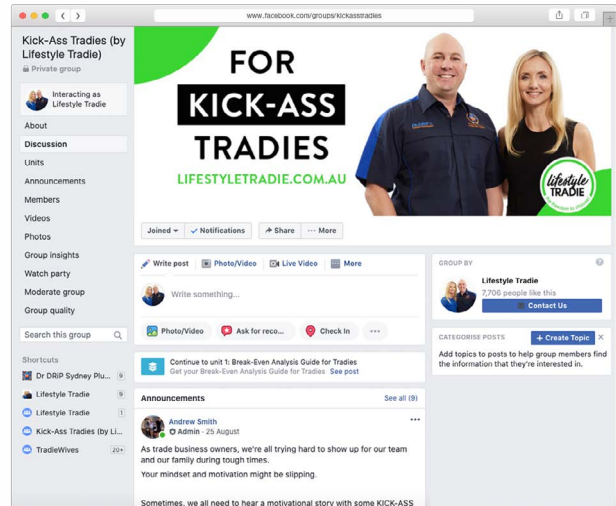
## Ready to change it?



Join our Facebook group,  
**Kick-Ass Tradies**

Where you can gain access to trade-specific tips and resources, PLUS join the conversation with a community of like-minded tradies.

[facebook.com/groups/kickasstradies](https://www.facebook.com/groups/kickasstradies)



## Lifestyle Tradie Live



Join us at our live event,  
**Lifestyle Tradie Live**

These 1-day live events are jam-packed with trade-specific knowledge that YOU need to know in order to build a strong, successful trade business.



Jump on a **Strategy Session with Andy**

Register now for a 15-minute call with Andy now to smash out what you need to do right now, to provide you with clarity and direction in your trade business.

Head here to book it now

<https://www.lifestyletradie.com.au/strategy-session/>

