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*Make the list of all the activities that you do today that can be done by someone else and calculate the number of hours total that you spend doing those activities per week.*

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| --- | --- | --- | --- |
| **Activities I do** | **CATEGORY** | **Can be done by** | **Hours per week** |
| *Bookkeeping* | *FINANCE* | *Bookkeeper* | *1* |
| *Answering clients’ questions* | *CLIENT RELATIONS* | *VA* | *2* |
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| **TOTAL** |  |  | **HOURS** |