

Outsource and Automate, in Work and in Life

10 Point Checklist

Nick Sonnenberg

Want to gain as much knowledge as possible out of The Optimized Geek? 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.

The **OPTIMIZED GEEK** 

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.