**VA Research Time Audit**

**DIRECTIONS:** Every day for the next week, jot down all the tasks you do. I know this is time consuming and tedious… in fact maybe even counterproductive it might seem. BUT, after doing this for one week you’ll truly see where you are spending your time (not where you think you spend your time). Next, we will use these tasks and plug them into the [Skills / Thrills](https://docs.google.com/document/d/1BDqERyQgUcfGCWdICmx0sa_-GhdPpw_PAQ1jM6BWlJY/edit) and/or [Divide & Conquer](https://docs.google.com/document/d/1T-CGHZRQkTy8sRV6VJ1aQen8f6icXOQ7ZC3L-w-r7ME/edit) worksheets to start planning to hire your first (or next) VA!

TIP: I recommend downloading the Google Sheets app for your phone so you can easily just access / update this on-the-go :)

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| Day / Time | Task + Detail | Task Type |
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