

Millionaire **INSIDERS**

A stylized black silhouette of a city skyline with three buildings of varying heights, each with a grid of white squares representing windows.

Real Millionaires - Real Action

with Jaime Tardy, The Eventual Millionaire

Dave Nevogt is the founder of Hubstaff.com, a software that helps virtual teams communicate better, effortlessly track their working hours, and stay accountable for their activity.

He manages a remote team of 30+ and specializes in teaching other entrepreneurs to manage their own virtual teams.



□ DON'T GET CAUGHT UP IN THE DAILY TASKS THAT ARE NOT MOVING YOUR BUSINESS FORWARD

‘Where do you want to be 365 days from now?’ Determine what that looks like and build a structured plan in reverse on how you’ll get there. Seeing what you want to accomplish in the next 90 & 30 days will help you evaluate what tasks you can tackle and which ones you may need help with.

03

TAKE ACTION NOW:

Brainstorm what your high level goals are in your business. What are the three most important areas of focus for your business?

□ LEVERAGE THE ABILITY TO OUTSOURCE

There are tasks that **only you can do** in your business and those that you enjoy. For everything else, there's an opportunity to outsource.

04

TAKE ACTION NOW:

Spend 10 minutes and make a list of the things you **don't enjoy doing**, or **aren't restricted to only you**. Don't forget, you can also outsource singular pieces of projects, such as a research phase or scheduling social media posts; it doesn't have to be the entire project!

Determine the **top 3** that could free you up for more time in your business right now if you weren't solely responsible for them.

□ ACCOUNTABILITY STARTS WITH YOU

Much of the success in a virtual team begins with the leader. You must set expectations and clearly communicate project scopes to help a virtual teammate evaluate what success looks like.

05

TAKE ACTION NOW:

Which task in your top three would excite you the most to take off your plate?

Create documentation, (written or video) on how you complete that task and why you do things the way that you do. Do you have special formatting or error testing that you do? How do you prefer to have the project packaged at completion?

Utilize file sharing services like Google Drive or Dropbox to host files.

FINAL THOUGHT

LINKS:

Hubstaff.com

Full Interview w/ Jaime

Dave's Book on Remote
Team Management

Congrats! You've developed a high level scope of your most important business objectives and determined where a virtual team member could help you move those forward. A bonus of documentation is that if you ever want to create courses on how any aspect of your business runs, you'll already have the documents and files outlined!

CONTINUE THE CONVERSATION...

What one task did you find that would be valuable in your business momentum to outsource today?

Answer in the private Insiders Facebook Group