

## Outsourcing (part 1)

List tasks/jobs that would need to be done within each function of your business. Then assign tasks as 'strategic' vs 'functional' with a 'Y' in the appropriate column.

	TASK DESCRIPTION	STRATEGIC	FUNCTIONAL
SALES	.....	.....	.....
	.....	.....	.....
	.....	.....	.....
	.....	.....	.....
MARKETING	.....	.....	.....
	.....	.....	.....
	.....	.....	.....
	.....	.....	.....
ADMIN	.....	.....	.....
	.....	.....	.....
	.....	.....	.....
	.....	.....	.....

**BE YOUR OWN BOSS**