

Assignment 5: Build Your Team.

Assignment 5

For your this week assignment is to start planning and looking for your team.

- Defining your business must do work | Most critical activities.
- Define your core skills and the best position you can do personally | This is what you will do personally when you are starting out unless you want to delegate.
- Determine your weaknesses, things that take you so much time to do, you don't enjoy and come up with weak results. **Eg.** Taking great products photography leaves you with a lot of frustration and weak results | This is something that you may need to delegate or outsource.
- Separate jobs and work into three main categories | 1. One-time activity such as building a website - 2. multiple times a week such as writing blog articles - 3. full-time position such as customers service.
- Separate jobs into professional/administrative/muscle work.
- Separate jobs into different locations in-house/or outsource.
- Research the market price of salaries range in your area.
- Estimate a monthly cost of salaries and outsourcing expenses.
- Start looking for staff that fills those positions

Optional Assignment 1: Write down a job description

- A brief description of your business objectives
- A specific and clear description of job requirements
- A specific description of required skills/tools + your working hours.
 - in case you operate in different parts of the globe.
- A specific description of deliveries.

Optional Assignment 2: Try out small task outsourcing Delegating work might be scary at the beginning, it's understandable, but hey, let's break the ice and practice, go to [fiverr.com](https://www.fiverr.com) and find a high ranking blogger around \$10~15 per article, have a clear idea about a specific subject then hire a freelancer to do the writing.

Don't just throw it at him/her, communicate your idea clearly and lead them through your thinking process, don't take it too seriously, after all, \$10 for practicing how to delegate and break the ice is not that bad.

Resources:

[fiverr.com](https://www.fiverr.com) | Small task outsourcing

[Upwork.com](https://www.upwork.com) | Professional freelancers outsourcing

[99designs.com](https://www.99designs.com) | Creative work outsourcing

[Glassdoor.com](https://www.glassdoor.com) | Salaries information

Note: some of those websites will require you for a free sign-up to use basic function and tools, please **do not** upgrade to any of the advanced subscription plans unless it's your personal choice.