

207: How to Have a High-Performing Assistant

10 Point Checklist

Tim Francis

Want to gain as much knowledge as possible out of Get Yourself Optimized? 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.

Get **YOURSELF OPTIMIZED**

HOSTED BY **STEPHAN SPENCER**



"Your assistant is one of the greatest accelerators that you will ever install into your business."

TIM FRANCIS

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.

- As a CEO, I should hire a great assistant who is dedicated and willing to work long-term to help me with day-to-day tasks in growing my business.
- Hire an assistant that has a similar time zone, culture, and first language. This will help us stay on the same page and achieve my goals more efficiently.
- Practice delegation and avoid micromanaging my staff. Bag a few delegation tips from [360 Delegation](#). Tim also recommends checking out a PDF called [100 Tasks You Can Delegate](#).
- Refrain from using emails as a form of communication because it is a productivity drag. Use communication tools like [Slack](#), [Convo](#), or [WhatsApp](#) instead.
- Video saves time when delegating tasks. Use apps like [Loom](#) instead of writing down instructions in a long email.
- Build a hiring funnel that can help automate my hiring process. This will help me systematize the task of finding great employees.
- Meet with my assistant for an hour every week via Skype or in-person. Maintaining an open line of communication will help me focus on long-term goals and staying on the right path.
- When my business starts to grow quickly, consider hiring an assistant for my assistant.
- Develop a healthy, professional relationship with my assistant. Make them feel that they are valued in the company and that I care about their personal well being.
- Visit www.greatassistant.com for more tips on how to hire a great assistant that can help me scale my business.

To view the transcript, resource links and listen to the podcast, visit:

<https://www.getyourselfoptimized.com/how-to-have-a-high-performing-assistant-with-tim-francis>