

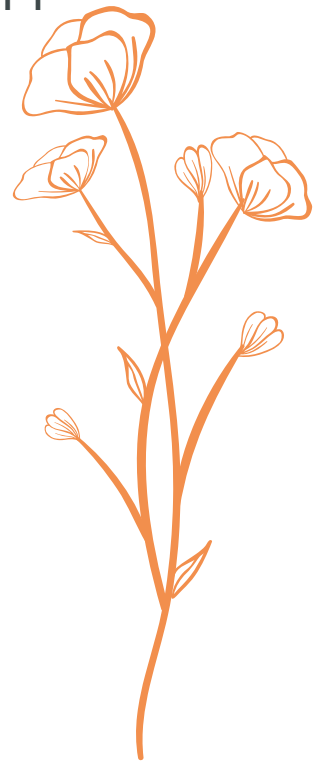


**MY FIRST
HIRE**

HIRE YOUR FIRST INDEPENDENT CONTRACTOR OR EMPLOYEE
WITH HR STRATEGIST CANDICE ELLIOTT



**DEVELOP THE
WORKPLAN**





Develop the Workplan

Figuring out what your hire will do for you

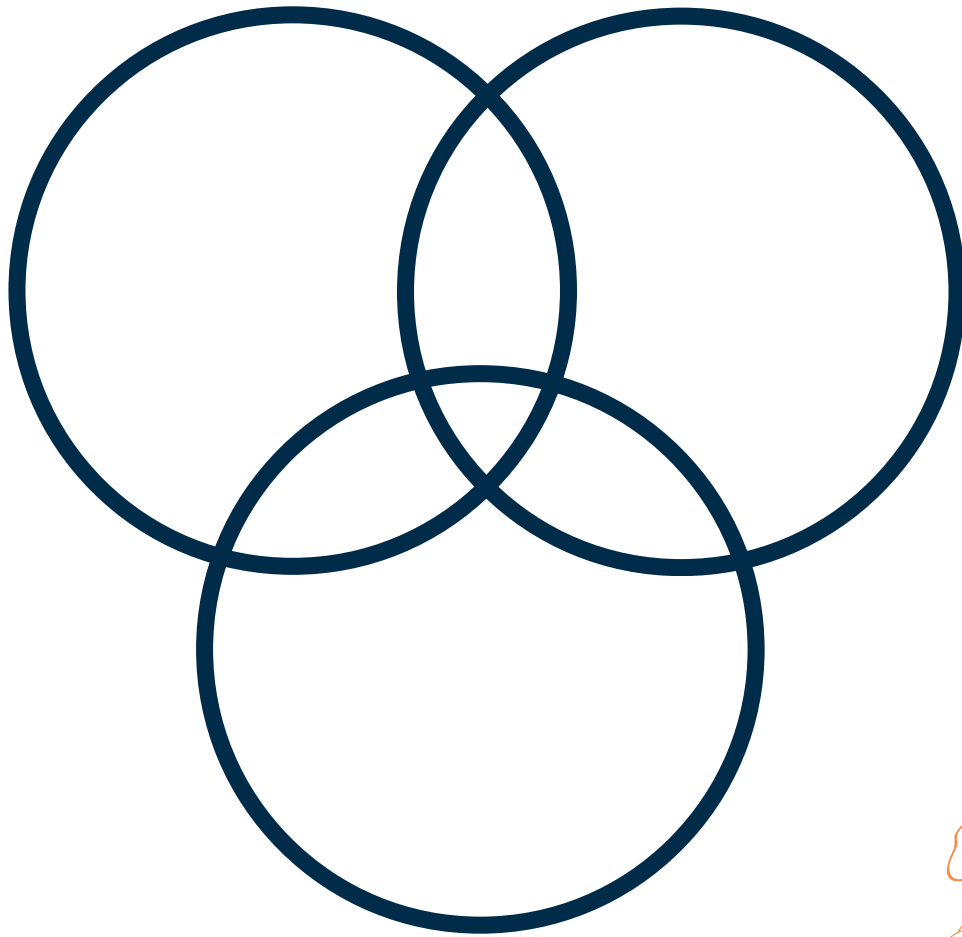
Here's what's covered in this section:

- Aligning your own actions and the actions of your team
- Let go of the things that are not in alignment
- List the skills that will help save time & energy, and increase value & impact
- Create a job ad

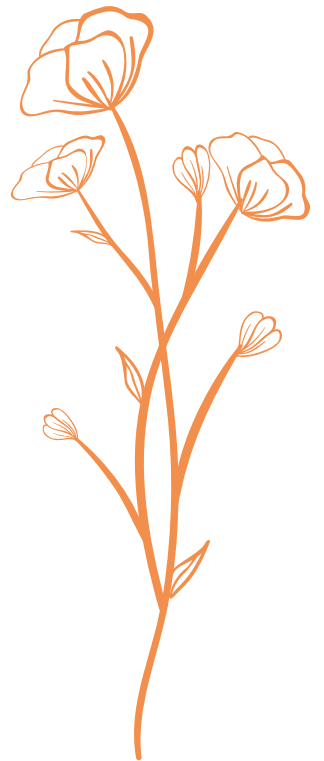
ALIGNED ACTION

SAVES
TIME

SAVES
ENERGY

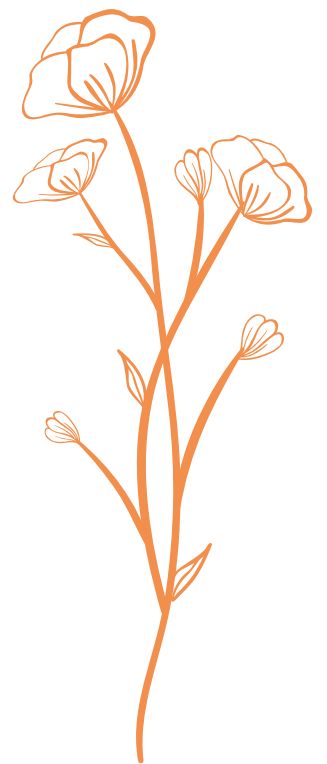


CREATES
VALUE &
IMPACT



**WHAT ARE THE THINGS
THAT YOU ARE DOING THAT:**

**TAKE A LOT OF TIME?
DON'T FILL YOUR CUP?
DON'T CREATE VALUE /
IMPACT?**



SKILLS

BUCKETS

BUSINESS

- MARKETING
- SALES
- COMMUNICATION
- ADMINISTRATION
- BOOKKEEPING
- TAXES
- GRAPHIC DESIGN
- VIDEOGRAPHY
- WEB DESIGN
- PODCASTING

PERSONAL

- CHILDCARE
- CLEANING
- ERRANDS
- COOKING
- GARDENING
- STYLIST



EXAMPLE: BOOKKEEPING BUCKET

- MAINTAINING ACCOUNTING SYSTEM (QUICKBOOKS)
- PAYING FOR EXPENSES
- INVOICING FOR ACCOUNTS RECEIVABLE
- RECONCILING BANK ACCOUNTS MONTHLY
- **GENERATING REPORTS**
- PREPARING BOOKS FOR TAX SEASON

EXAMPLE: MARKETING BUCKET

CONTENT PLANNING

GRAPHIC DESIGN

WRITING COPY

PUBLISHING

ENGAGEMENT

RESEARCH

PITCH WRITING

PITCH EMAILING

APPLICATIONS

SPEAKING ENGAGEMENTS

CALL OUT TO YOUR IDEAL PERSON

MY WHY

A large, empty rectangular box with a black border, intended for writing the reasons for wanting to call out to an ideal person.

MY HOW

A large, empty rectangular box with a black border, intended for writing the methods or actions to be taken to call out to an ideal person.

THEIR
SKILLS

A large, empty rectangular box with a black border, intended for writing the skills of the ideal person.

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**FIGURE OUT
THE \$\$**

