



How To  
**Break up With Your  
Needy AF To-Do List  
and Finally Decide  
What Tasks to  
Delegate**

SO YOU CAN DO THE SH\*T YOU LOVE INSTEAD

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Hey There,  
**PATTY WOODS HERE**



Luxury business operations architect and OBM to the internet-famous. At my desk, I help 6- and 7-figure solopreneur coaches and creatives craft bang on backend business ops solutions.

You're in the right place if you're looking for all the fab worksheets you need to help you decide what to delegate so you can stop doing the sh\*t you hate.

# HOW TO USE THIS WORKBOOK

Just a few steps to make the delegation decisioning magic happen

- ✦ Watch the video
- ✦ Pause at the end of each of the three steps of the video where directed and do the accompanying worksheets inside this workbook

**Feeling stuck? Tap my virtual shoulder at [hey@luxuxme.com](mailto:hey@luxuxme.com) and let me know what's bending your brain so I can help.**





Part 1:  
**BIZ BRAIN  
DUMP**









Part 2:  
**TASKY SH\*T  
SHOW**



# ✦ TASKY SH\*T SHOW

TASK NAME	LOVE (+) HATE (-)	GREAT AT (+) SUCK AT (-)	OFTEN (+) RARELY (-)	FAST (+) SLOW (-)	SALES (+) NOT SALES (-)

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Part 3:

# YOUR DITCH IT MATRIX

# ✦ DITCH IT MATRIX

5 MINUS RATINGS	HAVE AN SOP (Y/N)	FITS MY BUDGET (Y/N)	LOW RISK TASK (Y/N)
4 MINUS RATINGS	HAVE AN SOP (Y/N)	FITS MY BUDGET (Y/N)	LOW RISK TASK (Y/N)
3 MINUS RATINGS	HAVE AN SOP (Y/N)	FITS MY BUDGET (Y/N)	LOW RISK TASK (Y/N)
2 MINUS RATINGS	HAVE AN SOP (Y/N)	FITS MY BUDGET (Y/N)	LOW RISK TASK (Y/N)

# ✦ DITCH IT MATRIX

5 MINUS RATINGS	HAVE AN SOP (Y/N)	FITS MY BUDGET (Y/N)	LOW RISK TASK (Y/N)
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# OKAY, NOW WTH DO I DO?

**CONGRATS, YOU  
GLORIOUS THING,  
YOU - YOU'VE GOT  
YOUR 'DELEGATE  
THE SH\*T I HATE'  
LIST RTG IN YOUR  
HOT LITTLE HANDS!**





**WANT MORE ON  
THE "WHO" AND  
THE "HOW" NOW  
THAT YOU KNOW  
THE "WHAT"  
THAT'S ON YOUR  
"DITCH IT" LIST?**





# I GOTCHA BOO...

Get notified when enrollment opens for Your Perfect Person...

A 4-week adventure to prepare your brain and business backend so you can bring on your "best" right hand guy or gal, finally delegate the sh\*t you hate, and focus on doing what you love instead.

Drop your deets at:

[luxuxvip.com/perfect](https://luxuxvip.com/perfect)

