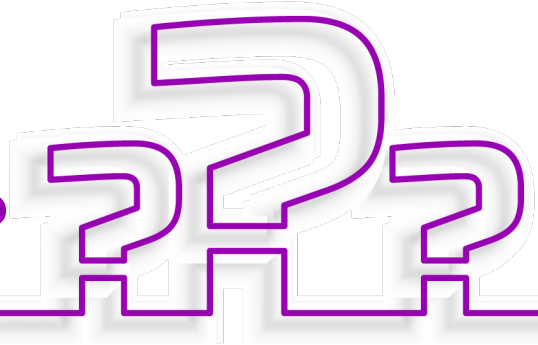


# SHOULD I AUTOMATE OR DELEGATE THAT?



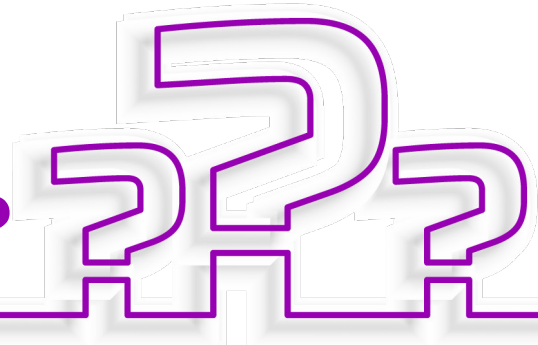
When determining whether you should automate or delegate, there are a lot of variables to consider and the cost is one of the biggest. But how do you compare the costs of one, compared to the other? This worksheet will help you work it out.

• How many times would the system be used? *Someone wants to book an appointment for a free strategy session once a month vs 3 times per week.*

• What would the automation cost to set up? *You may need to do some homework on this one or talk with a professional (like VirtualATeam.com) but it is important to get an estimate of how much this particular automation may cost to set up.*

• How much is the monthly tech cost to have the system in place? Most automation tools have monthly costs associated with them. How much are the monthly fees for the tools you are considering using?

# SHOULD I AUTOMATE OR DELEGATE THAT?



- What would be the cost to maintain the system and make sure it's always working? Automations don't mean you can set and forget. Programs change and automations stop working. How much will it cost you to maintain your automations on a regular basis?

- Now add up the monthly costs for automation over a specific period of time, let's say 12 months.

\$\_\_\_\_\_ 12 months of maintenance and upkeep

\$\_\_\_\_\_ Setup cost

\$\_\_\_\_\_ **Total cost for first year**

- How much would you pay someone to do the work if an automation wasn't set up? Finally, what would your monthly cost be if you decided to outsource the task and had someone doing it for you manually? Multiply that by 12.

\$\_\_\_\_\_ 12 months of outsourcing expenses

Still not sure? Schedule a call now with Virtual A Team  
to help you determine your best options.  
[www.virtualateam.com/contact-us](http://www.virtualateam.com/contact-us)