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DEDICATION

I want to dedicate this book to Ian Prybl - Thank you for showing me the way and for believing in me before I believed in myself. You have truly changed not only my life, but each one of my employee's lives as well. I will forever be incredibly grateful.

ARE YOU TIRED OF BUSINESS TASKS TAKING OVER YOUR ORIGINAL DREAM?

If you've been feeling overworked, overstressed, and overcommitted, this is the perfect training for you!

Running on Autopilot was created for solopreneurs and small business owners who want to be able to hand off their mundane tasks and get back the control in their life.

In this book, you'll learn how to...

- ✓ **Identify** the tasks only you can do and how to delegate everything else (get crystal clear on what specific parts of a task to keep and what parts you can hand off).
- ✓ **Create** a highly efficient and unbreakable system that trains your employees to complete each task exactly as you would have done it (no more wasting weeks training someone only to have them quit so you have to start all over again).
- ✓ **Become** a great virtual teacher and an incredible leader (with employees that actually thank you for holding them accountable).
- ✓ **Recruit** amazing virtual talent (I'll show you how to use hidden tests for your candidates throughout the interview process to identify the perfect fit for your company).
- ✓ **Set up** an efficient, well-oiled virtual office environment (image keeping your employees accountable without you needing to micromanage them).
- ✓ **Protect** your company through security software and contracts (no more fear of opening your business up to have someone steal everything).

By the time you're done with this, you will have successfully given yourself back the time and freedom you craved when you first started this journey.

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ABOUT THE AUTHOR



Who am I?

So who am I? Well, I'm a technology geek who loves cooking, cats, coffee, Forex, business, numbers, and sports. I don't take my life too seriously, and you'll find out why in a little bit here. But basically, I'm just a really big nerd and I'm okay with that.

So what experience do I have? I started out with my bachelors in Psychology. I went on and got my MBA in finance and an MBA in entrepreneurship. I have been a professor at a large university teaching business and economic courses. I've been a project control engineer for a large multibillion-dollar construction company, and I've worked on multibillion-dollar projects. I've been outsourcing, managing, and training for approximately fifteen years. I've owned multiple small companies and I've successfully retained a virtual employment staff environment throughout all of it.

What changed?

On September 26, my life as I knew it literally changed forever. It was a normal day at work until I couldn't see my computer screen. I like to have a lot of fun at work. So I typically would joke around and my co-workers thought that I was joking at the time. When they realized that I wasn't joking, that I really couldn't see, they called the ambulance.

I found out that I had a blood clot that had actually gone to my brain stem and it cut off oxygen for several minutes. Unfortunately, we didn't know this right away. I tried to go back to work the next day and I could not remember how to do my job. It was like a blank slate and somebody just wiped it clean. Then we discovered that I had a bunch of brain damage.

Life as I knew it was gone forever. The doctors said it would never come back, but I had to try. I was relatively young when this happened and it was a freak accident. But my brain, in essence, can no longer filter out what should go first and what should go second.

So if you think about driving a car and you know how there are red lights and green lights. Well, imagine driving in town where there are no stop signs and there are no yellow or red lights. Everything is green lights. You would have things running into themselves all the time, and that's exactly what happened to me.

I may think, "Hey, I need to call my mom," or "Wow, that light is bright," or "Gee, I

need to respond to that email.” All of that happens at the exact same time. So when I try to sequentially remember something, I’ll get interrupted and completely lose my train of thought, and I have to go back to the start.

So because of that, life had to become incredibly simple. I had to break everything down into tasks that I could write down and do on a daily basis and set in place a process that would remind me to do things. I have a Google Home Mini that reminds me every day to drink water and to take my medication and to brush my teeth, things like that, just because I forget.

I have several businesses, so you can understand why that would become a major problem. So I had to learn how to outsource, I had to figure out how to do it very well, and I had to break things into processes where I could break it down step-by-step-by-step, so there was no confusion.

Everything had to be crystal clear so the person I delegated the task to will know exactly what they needed to do. I had to record that system so that it was there forever. So once I taught somebody how to do a task, it was encased in stone. I never had to do it again. I could just send them the process that I built and they could open it up and from start to finish, be able to do it. That’s exactly what I’m going to teach you how to do.

Michelle Thompson

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INTRODUCTION

I was sitting in front of my computer at the tail end of a long workday when half the screen went suddenly blank. Only half of the screen. It was like someone had drawn a line right down the middle of my vision, half was black and the other half looked just the way my computer screen had always looked.

That was the day I lost ALL memories of how to do my job...simple calculations, excel spreadsheets, all the things central to being a project controls engineer. It was the day that caused me to find myself pouring water into a toaster to make coffee, leave the keys in my car while it ran all night long, and not remember to eat and drink. It felt like someone had used an eraser to erase everything that had been in my brain just the day before.

A specialist told me I wouldn't improve, that a rare blood disorder had caused a stroke, and that I would never get back to a normal kind of life. I would probably not survive another stroke, and it was pretty likely that another would come at some point.

At 36, I was supposed to set up a will, a power of attorney, and plan my own funeral

After seriously considering ending everything by driving off a cliff, I found the ONE thing I needed to create a different kind of life than the dead-end I thought I was facing. An alternative.

So I began to automate everything in my daily life....and then I started to look at my blog side hustle through the lens of automation. Which gave birth to an accidental business, one that changed the course of my life forever.

I created a sustainable outsourcing system that could not only keep up with everything my clients and I needed it to do, but it could also EXCEED what we needed it to do. I tested my process and was literally shocked at how well it worked. Simple. Scalable. Repeatable.

It allowed me to help entrepreneurs AND break the cycle of poverty for a small group of people from another corner of the world. The Philippines.

Working for me, they earn 5x the minimum wage, allowing them to care for their families, their schools, their churches, their communities. Through job training and a livable wage, they can get the education they need to break the cycle of poverty not only for themselves but for their children as well.

I empower my Philippine employees in an ethical way. I train them, I respect them, I pay them fairly. I protect their boundaries and encourage a healthy work/life balance. If I encounter a prospective client who disrespects them, I cut ties. If a current client fails to see them as anything other than a valuable member of MY community and THEIR

business team, I either educate them....or fire them.

I grew up in some pretty heartbreaking circumstances. My childhood was heavily influenced by the church, except it wasn't really a church. It was a cult, and no one.... NO ONE should have to exist in a community like that.

My reaction to growing up in that twisted environment, however, was a deep, abiding REBELLION. I gathered all the empathy and protection that my young-girl heart could manage....and I started hoarding the cat food. Not for myself, for the family cat. Because, damn it, if we were going to run out of food like the church was telling us, my 12-year-old self was NOT going to sit by and let that cat starve.

That same fierce sense of protection has been a constant in my life, and I made sure to build it into my business from the very beginning. Because I am no longer a 12-year-old girl, and I get to create my own community. I set the rules. And my rules say that this is a place for empowerment and support. NO MATTER WHAT.

I run a virtual administration agency, I help scaling entrepreneurs get their time back by taking the mundane tasks off their plate so that they can focus in their zone of genius.

I see the world in systems. A gift that my stroke didn't take from me, one that it actually enhanced. I take your mess, untangle it, systematize it, and get it off your plate. I focus on figuring out what you actually need, not what you think you need....what you ACTUALLY need.

I help you find the most streamlined way of running your business, in a way that works within the kind of life you want to build. In essence, I put a stop to your business running you and I help you create systems and hire the right people so that it runs itself.

I dare you to go back to your regular morning routine after testing out the magical (and mildly addictive) feeling of task completion while you sleep. That's a better morning boost than any cup of coffee on the planet! And the motivation that comes from knowing that you are running your business more efficiently AND providing stability and possibility for someone on the other side of the world...that is Life. Changing.

I live to make a difference in the lives of my Filipino employees AND the entrepreneurs they serve from the other side of the world. I live to break the cycle of poverty AND help businesses create systems and then offboard the work to keep them running smoothly. I live to fiercely protect my employees while I untangle the pain points in 7 figure businesses AND help them get the results they want.

This is my purpose, my passion, my business.



WHAT YOU ARE ABOUT TO TAKE ON

So you're here to make your life better and easier. I can help you do that by teaching you how to correctly outsource all the things that have been bogging you down and holding you back. Of course, that doesn't mean that this course is going to be easy. In fact, when you start out, your life is probably going to get worse. It's going to become more difficult. But by pushing through, it's going to make life infinitely better, and you'll see that with multiple examples through my own life that I'll show you as we go along.

Keep in mind, though, that this is not for wimps or whiners. So if you're a wimp or a whiner, you should probably get out now. Arnold Schwarzenegger was once asked why he was so confident compared to other bodybuilder competitors. He responded:

"...I am a big believer that if you have a very clear vision of where you want to go, then the rest of it is much easier. Because you always know why you are training..., you always know why you are pushing and going through the pain barrier..., why you have to struggle more, and why you have to be more disciplined."

He went on to say that he felt like he could win it, the competition. And that was why he was there. He wasn't there to compete. He was there to win. Here's the exact quote from Schwarzenegger:

"I felt that I could win it, and that was what I was there for. I wasn't there to compete. I was there to win."

That's a powerful statement. Schwarzenegger said this during an interview with Tim Ferriss for his podcast in 2015, and Ferriss would include this in his book, *Tools of Titans* (p. 177).

This is exactly the mindset you should have. Think of your goal. Why are you here? You're not here to simply dabble. You're not here to kind of get through it or to just add this is knowledge. You are here to win. From start to finish. Complete the process.

So when dealing with the temporary pain and frustration in this course, remind yourself of your vision. Ask yourself where you want to go and why. Why did you buy this book? Why are you going through this? **You have to figure out your why.**

TASK DISCOVERY



CHAPTER 1

FRAME IT ALL OUT

Figuring Out Your Why

Ask yourself: Why do you want to outsource? Why do you want to free up time? Why do you need to get your life back? Why? Why? What pain/problem is this causing? How will being able to outsource things fix your pain? What else can this solve?

As you're doing this, if you haven't hit a bunch of emotions, you haven't dug deep enough. You need to be able to find the pain and the emotion that's tied to the reason why you want to outsource. Otherwise, you'll give up.

What you want to do is ask yourself why. About five different times. Then ask yourself – once you finally drilled down and drilled down and drilled down and you've figured out the real why, not just the surface why – what pain is attached to that why and what problem is it causing? Then let's take it one step further and look at how outsourcing is going to be able to fix that pain or problem.

Take a look at the sample worksheet below. This isn't mine, by the way. This is somebody else's worksheet.

"Figuring Out Your Why" Sheet Sample

1. Why do you want to outsource?	Because I am unable to do everything I need to in my business. I don't have enough time.
2. Why do you want to (free up time)?	Because I've become a slave to my business, and I feel like I am drowning. The business is taking over my life.
3. Why do you need to (get my life back)?	Because I started a business to be free... now I have the exact opposite.
4. Why?	Because I don't want to spend my whole life just working.
5. Why?	Because I want to be able to enjoy my life.
6. What pain/problem is this causing?	Stress, missing my son's basketball game, feeling trapped, I feel like a failure, I feel like there is no way out.
7. How will being able to outsource things fix your pain?	I will have more time to be able to do other things in my business, not feel so overwhelmed, feel less stressed and be able to spend the time with my family like I want to...
8. What else?	Stress, missing my son's basketball game, feeling trapped, I feel like a failure, I feel like there is no way out.
My real "why" is I need to get my life back and be free. By figuring out how to outsource, I will be able to partially eliminate feeling trapped and stressed. This will also free me up to attend family functions and step away when needed without fear of everything falling apart.	

For the question, Why do you want to free up time? The person who filled out the worksheet said he felt like a slave to his business, and it was like he was drowning. The business was taking over his life.

Okay, so you want to get your life back. Why do you want to get your life back? He answered that he originally started his business to be free, now it's the exact opposite. He's chained to his business, and he can never get away. It dictates everything that he does.

Why do you want to be free? He said he doesn't want to spend his whole life just working. Okay, so why don't you want to spend your life just working? His reply is that he wanted to be able to enjoy his life. Okay, now you've gotten to an emotion. He is currently unable to enjoy his life.

What pain or problem is this causing? For him, it was causing stress. He was missing his son's basketball games, which then led to more stress at home because his wife was getting frustrated that he wasn't at the games. He felt trapped and he felt like a failure because not only was he missing his son's games, but every time he left, something didn't get done at work and he just felt trapped. He felt like there was no way out.

So we asked "How will being able to outsource things fix your pain?" He came up with, "I will have more time to be able to do other things in my business, not feel so overwhelmed, feel less stressed, and be able to spend the time with my family like I want to..." Okay, what else? In his mind, he wanted to be able to just walk away for two weeks in the summer, take his family and go do something without having to worry about his business.

This was his real why statement. His real why is he needs to get his life back and wants to be free. By figuring out how to outsource, he wants to partially eliminate the feelings of being trapped and stressed. This will also free him up to attend family functions and step away when needed without fear of everything falling apart.

So by the time he was done, he got several feelings out. He's got several reasons that were much deeper than, "I just don't have enough time," and he had a little bit of a vision of what he wanted to do with that time. He wanted to spend time with his family and not feel guilty.

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