

# Millionaire **INSIDERS**

A stylized black silhouette of a city skyline with three buildings of varying heights, each with a grid of white squares representing windows.

Real Millionaires - Real Action

with Jaime Tardy, The Eventual Millionaire

Michael explains to us that even if you have an in-house staff you can outsource certain aspects of your daily operation to streamline your process and utilize your in-house staff to their full potential. Outsourcing can free up your staff to focus on important details while allowing others to do menial tasks like data entry.



## □ IDENTIFY AREAS

Michael reviewed the job duties of his in-house employees. Through this process he identified many tasks that could be outsourced freeing up the time of his in-house staff to focus on the higher levels task that they are qualified to handle. These lower level tasks were then earmarked for outsourcing.

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# TAKE ACTION NOW:

Have your staff write down all of their job duties, you do it too. Identify tasks that could be outsourced.

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## □ OUTSOURCING SITES

Michael utilized oDesk to search for potential workers. oDesk has ranking tests and certification levels that help employers identify individuals with key skills that they desire. Michael would look for those with high proficiency in English and grammar.

## TAKE ACTION NOW:

Spend some time reviewing oDesk and other similar sites to familiarize yourself with them.

## □ POSTING / INTERVIEWING

Once tasks and key skill were identified Charlie would post his position on oDesk. One thing he recommends is asking questions in the posting to see who is really reading the post and who is just blanketing posting with their resumes. This will also show how well a potential worker will follow directions and will give you a sample of their English and grammar.

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# TAKE ACTION

## NOW:

Write a job posting.

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## □ WORKING WITH OUTSOURCED WORKERS

Working with outsourced workers is somewhat different than working with your in-house staff. You need to be very clear about procedures and explanations of tasks. You should focus on giving step-by-step directions. Outsourced workers often work with less supervision and if a task is interpreted in a different way than intended it could slip by without notice for a time. You should also be sure to be available for questions to clarify tasks as needed.

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### TAKE ACTION NOW:

Take one task you are going to outsource and write up a step-by-step procedure for it.

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# FINAL THOUGHT

Outsourcing can save your company both time and money. It helps distribute tasks to the most appropriate person. It can free up time of your higher level people to get more done without being bogged down with menial tasks. This will make their job more enjoyable and make your business more productive.