



# 101

WAYS TO

# OUTSOURCE

YOUR LIFE & BUSINESS



BY DAVID OSWALD

# 101 Ways to Outsource Your Life and Business

- By David Oswald

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**The Introduction: Outsource it ALL!**  
**-By David Oswald**

**Introduction**

I've always been fascinated with organization. I remember being very young and keeping lists of random items that I needed to accomplish during the course of the day and strangely enough, I kept those items listed on the back of business cards. Keep in mind, I was only 7 or 8 years old but for some reason, I felt like I had to make sure that things got done. I guess I knew that one of the keys to being successful was to complete what you started.

Fast forward to this particular point in time and I would have to say that organization is still very important to me but even more important is the value of my own time. I still keep short lists of ideas and goals but for the most part, I now like to create the ideas and have others help me in carrying out the details. That was the genesis behind **101 Ways to Outsource Your Life and Business**. I've been able to gain so much time during my life by allowing individuals who are better at particular tasks to do the actual work. All that I do is simply oversee the project or task, say whether or not I'm happy with the job they did and then cut a check at the end of the process. It's made my life much less complicated and a lot more FUN!

One of the goals of my company, Rivers of Income LLC, is to assist others in creating multiple sources of income that will lead to true financial freedom in their lives. We publish email newsletters and blogs on a weekly basis that help to motivate and inform others how they can eliminate the garbage from their lives (sometimes literally) and begin focusing on fulfilling their dreams. I encourage you to go to our web site, [www.riversofincome.com](http://www.riversofincome.com) so that you can receive this valuable information directly in your email. So many of us say that one of the reasons that we don't get a chance to do something that we've always wanted to accomplish is that we don't have the time. When I inform them there is a way to get started on our dreams, then there are usually other excuses that come along with the initial roadblock.

See, we all have these roadblocks and the only thing that they are is another reason or excuse NOT to get started. We need to make excuses why we NEED to get started. You only have one life and none of us are getting any younger. So before you wake up another day, it's time to take the necessary steps to start outsourcing some of these daily personal and business items which are robbing us of our time and therefore, taking us farther away from those dreams we all have. Let's call them dream stealers. You know what I'm referring to, the things such as mowing the lawn, taking out the garbage, taking the kids to baseball practice and the list goes on and on.

What this book provides is a way out of the rat race. It points to the things that are

preventing you from taking action and gives helpful ideas on how you can eliminate them totally from your life. All you need to do is take a little bit of action and you'll begin to see how I can help you to win back the hours of your week that are getting lost in the mix. With that being said, be courageous and begin taking action immediately and if you ever feel yourself in a temporary rut, visit [Rivers of Income](#) to bring yourself back to life. Remember - **OUTSOURCE IT ALL!**

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## **Section I: GENERAL INFORMATION**

### **Reasons to Outsource Your Business Work**

If you are an individual, or a business, there are a number of reasons why you should outsource. Be aware that outsourcing does not have to mean giving business to overseas individuals or companies - but it could mean that. If you prefer, you could outsource your work to a neighbor down the street, a company in your city, or in another state. The choice is up to you.

Outsourcing is becoming very popular these days, as companies and people are discovering that it means more time for them, and savings, too. Here are some of the most common reasons why you need to consider adding outsourcing - not only to your business - but to your home and personal life, too.

#### **Access to Experts**

Obviously, you cannot be expected to know everything. Your employees do not either, but this is one way to get the services, talents, and advice of experts who can provide your personal life or business with the edge - and time you want.

#### **Limited Space**

If you are a small business and simply do not have a lot of space, then you need to outsource your work and take advantage of the space you do have. Outsourcing your work can also save you a lot of money in equipment needs and electrical costs to power it.

#### **Fewer Employees**

By outsourcing you can still perform the same services as a larger company, and not have the expensive overhead and personnel costs to deal with. You will not need to carry insurance for them, nor have to worry about things being stolen either. This allows you to utilize your income to the greatest profit.

#### **Lower Maintenance Requirements**

Maintenance costs are kept low because you are using a smaller facility - perhaps your own home. In every way, your expenses are lower if you outsource most of your work.

#### **Higher Work Quality**

When you outsource your work, in many cases you are dealing with an individual or a group

of individuals - all who are freelancers. When that is the case, each freelancer knows that their next job is always affected by their present performance, which is a very good reason why he or she will provide you with excellent service. About the only exception here, would be if he or she is already overbooked with work and simply needs to complete it as soon as possible.



## **Things You Should Consider When Outsourcing**

As you already know, outsourcing is a great way to get those extra jobs done that you do not have time to do yourself. You have your priorities and you know that someone else could do the job. It frees your time to focus on those things that only you can do. Outsourcing, however, as great an opportunity as it is, does have some potential weaknesses. Here are some things you need to consider each time you are looking to outsource anything.

### **Quality of Work Needed**

Any project that you outsource can either be given to an expert in America - or outside of it. For the lowest prices, you will need to offshore it. This, however, may give you some problems in the way of quality. Part of the problem could be caused simply due to language differences. If he or she does not fully comprehend English, then how can he or she understand exactly what you need?

Besides that, however, there are always differing levels of quality - no matter who you outsource it to. You need to determine beforehand how much experience is needed for the job you need performed. By working online, or through an outsourcing board such as Guru, or Elance, you can easily search through the profiles of each bidder, and quickly sort out those you do not think are qualified.

By putting your desired level of competence into the project description, you will probably receive fewer bids – if your needs are high. Most bidders, in that case, will only apply if they are qualified.

### **Project Descriptions**

It is easier for someone doing your project if he or she knows exactly what you want in the way of quality, services, quantity, etc. Otherwise, you run the risk of having to pay a lot more money if he or she has to do it more than once - only because you were not specific enough in the first place. It would be a good idea if you completely write out what you need in the project before you put it on the outsourcing board or contact someone. In most cases, this information will be asked for immediately.

### **Delivery Time**

Most freelancers are always working on two or three projects at a time. This means that they also need to line up work in advance of when they think they will be available for the next project. If you have a tight deadline that needs to be met, then be sure to ask the freelancer about the deadline you seek. Unfortunately, some projects are very difficult to predict a completion date, and this could run into occasional problems with deadlines. There may also be a problem if you want something at 5:00 PM. If your outsourced freelancer or company is working on the other side of the world, you also need to specify which time zone you are speaking of when you say 5:00 PM.

### **How to Pay**

Pay could always be a problem. Find out if they accept such programs as Paypal. This simplifies things a great deal because it allows pay from almost anywhere – to anywhere. Otherwise, if you are unable to pay - you may not receive the work - depending on the policy of the freelancer or company.

### **Using Non-Disclosure Agreements (NDA's)**

Whenever you believe that you are providing someone with information that you do not want known to the general public about you or your company, you should always use a Non-Disclosure Agreement. This legally binds the individual (or company) to not reveal that information to others apart from your authorization. Without that document, then there is no reason for him or her to keep quiet about things that may be your business secrets. In some cases, you may also want to add a "No compete" clause which prevents him or her from going after your clients, or from writing that same material in another form (as in the case of a book) and then selling it.



### **Tips for Outsourcing Success**

Outsourcing can be a great asset to your business. It can free up your time, allow you to do more, use experts, and save on expenses, too. While all of this is good, there are some potential downsides to it as well. Here are some things you need to do in order to get the best deal and overall satisfaction each time you outsource.

#### **Choose Carefully**

After you decide upon exactly what needs to be done, you can begin to find someone to do the work. This may take some time as you look over people that could do it (or think they could). You want to find someone with satisfactory experience and good results, but you should probably avoid someone with too much experience - otherwise, you may end up

paying a lot more than necessary.

If you have specific questions to ask the company or individual - be sure to ask before you hire. Also, if you can, share with them your project concerns and needs and let them tell you if they have performed those services before.

### **Understand the Terms Beforehand**

It is a good idea if you sit down and create a budget for your project first. Then, see if you can realistically get the service you want for the price you have in mind. If you can only afford a low price - then you may need to offshore your work to Indian companies or individuals.

Receive a bid or estimate before you commit to using them. If there is not a clear bid, or a clear way for them to provide you with the exact cost, then make sure you have - in writing, how extra costs are to be determined. There should be no surprises here, or hidden costs. Be sure to find out, or have it put in your agreement that undefined costs are not acceptable - unless agreed upon in advance.

### **Watch the Progress**

Once you commit your project or service needs to them, be sure that you know what is taking place. You should also keep tabs on the quality of work and be able to provide regular input on changes, corrections, or other things that need to be made.

### **Pay Proportionally**

In most cases, you will need to pay on a regular basis, or incrementally. Some companies require payment at the completion of the project, but an individual or small company may prefer a pay-as-you-go policy, and may need the money each week. Be careful about large up front fees if you are not familiar with the company, or individual. If they work through a bid board like Elance, then a rating and reviews will give you an idea of their honesty and reliability.

### **Hire Regularly**

Once a project or two has been successfully completed to your satisfaction, you may want to consider using that company or person on a regular basis. It is also possible that related work could be added to expand their talents for your company needs.



**Outsourcing** is a great way for you to expand your own personal income by enabling you to have more time to create multiple streams of income, residual income, and more. Even if you are currently working full-time, you may find excellent opportunities to get started in your spare time. You can learn more about these work from home opportunities at [River of Income](#).