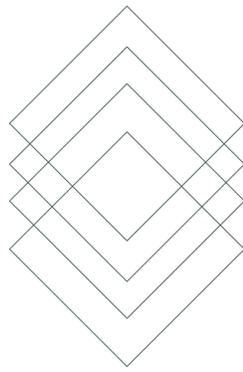




HIRING LEVERAGE TOOLKIT

MELISSA
MACHAT

WHAT IS LEVERAGE?



What's missing in order to get you to the next level is....

LEVERAGE!

What that means: You are trying to do it all and you can't imagine taking on anything else because who has time for that? You're already spread thin and working 24/7 to stay afloat so the idea of adding more to your plate is actually overwhelming.

You want to grow, but you also want your life back. Maybe the people around you are commenting on how busy you are, you never have time, or maybe you're never really present.

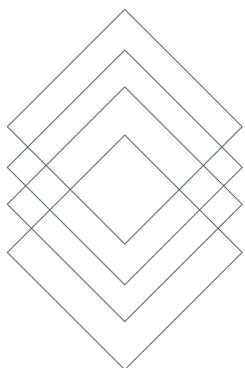
And the idea of getting help or making a hire just adds to the overwhelm.

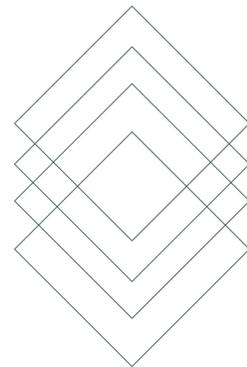
If you feel like you're drowning or you can't add anything else to your plate, how in the world are you supposed to find help?

And who has time or energy to figure out how to hire someone, let alone train them? And can you afford it?

I suffered for years with this exact problem, made all the mistakes, and learned the hard way so you don't have to.

I'm about to share some resources with you so you can keep your head above water and find your missing person easily!





STEP ONE:

Start making a list of EVERYTHING you are doing, and everything you WISH you could add to your plate.

That could be ideas, projects, someday when you have time you'd love to add _____.

And for everything you are currently doing, I really mean EVERYTHING.

Cleaning your home?

Making all of the meals?

Doing everyone's laundry?

Admin back end work?

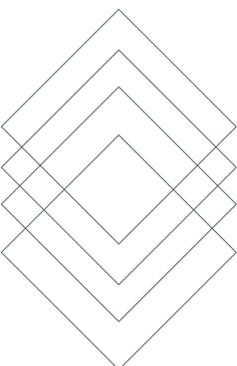
Paperwork?

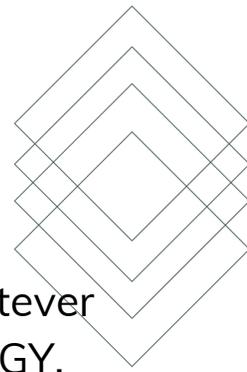
Emails?

Social Media?

Newsletters? (I really do mean everything).

I know how busy you are and already don't have any extra time, and this is the first step to getting your life back so it's worth taking a second to write this down.





STEP TWO: AUDIT

Go through the list and make a checkmark, highlight, (or whatever makes you happy) ALL of the things that DRAIN YOUR ENERGY.

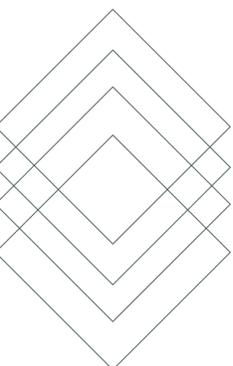
AND NO HOLDING BACK!!!!

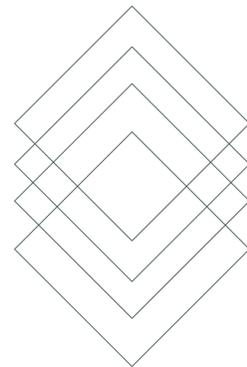
If it is something that drains your energy, takes you forever, you hate doing it, etc then it gets a checkmark.

If you want to take it to the next level then also make a checkmark for anything that is BELOW your hourly rate!

If you're thinking to yourself "yeah but if I don't clean then who will?", or "no one can do it like I can so I'd rather just do it myself", or my favorite "I'll just take care of it real quick", still mark it off.

So no judgment or letting that inner voice in your head talk you out of making that list and checking off what drains you.





STEP THREE: CLARITY

Are you starting to see how much you are doing that is NOT in your zone of genius or maybe the best use of your time? Or how much you are doing that drains you?

Let's take a moment and visualize what life would look like if someone else was doing everything you marked on your list. Do you feel lighter? Happier? Relieved? Or does it seem too good to be true and unattainable?

This is actually the first step to creating a job description to find someone to take all of those things OFF your plate!

So congratulations because you are already taking action to find leverage!

The next page is a checklist of all the things you will need before making a hire or looking for help!

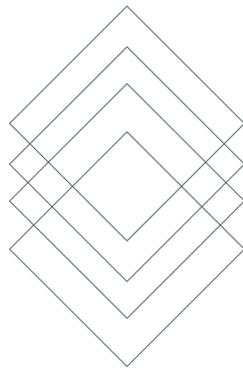
This isn't meant to give you more work or overwhelm you, it's an outline to help you stay focused on what happens next.

I made my first hire over 9 years ago and I WISH I knew this before I did everything the wrong way.

So take a moment and go through the list and make sure you are clear before you start searching for someone to help.

And there are a lot of options from Virtual Assistants to hiring actual Employees and the first step is always getting clear on exactly what you're looking for.

WHAT YOU NEED TO DO BEFORE MAKING A HIRE



CLEAR VISION ON WHO YOU ARE LOOKING FOR

Write out the following:

- The traits you want them to have
- The skills that are required
- The qualifications that are required
- The characteristics you're looking for
- An avatar of who this person is
- Describe your ideal person

LIST OF TASKS AND JOB DUTIES THEY WILL BE ASKED TO DO

Write out the following:

- All of the projects you dream about
- Day to day tasks they will be doing
- Detailed list of everything they'll do
- Everything you hate doing
- Everything that drains your energy
- Clear outline of what you expect

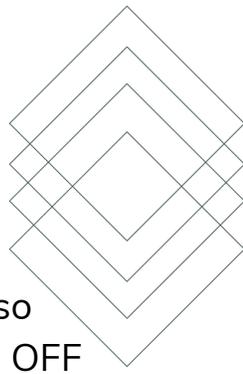
AN IDEA OF WHAT YOU WILL BE OFFERING FOR COMPENSATION

- What is market rate
- Is it hourly or salary
- How many hours do you expect
- Any benefits included
- Will you be using a payroll company
- Is any training or education included
- Any paid days off or holidays included

YOUR MISSION, VISION, VALUES, PURPOSE

- Are you clear on your mission
- Why would someone want to work with you and be in your world
- What is the bigger vision and growth opportunity
- What are your values
- Write a description of these items to attract your ideal person to you
- Have a bio that explains who you are and where you're going

STEP FOUR: DELEGATE AND DELETE



There is no such thing as a task that's too small to leverage or delegate, so I'm going to share with you some ideas or ways you can get these things OFF your plate!

Delete and Delegate!

Delete- What are things you can just delete? Like cancel, remove yourself from the obligation, and just get rid of it?

Delegate- my favorite word! "Yeah but Melissa that's the problem I don't have anyone to delegate to!" I hear you and this is where I want you to open your mind and get creative.

What if I told you there are virtual assistants and interns out there who are extremely affordable and can be part-time?

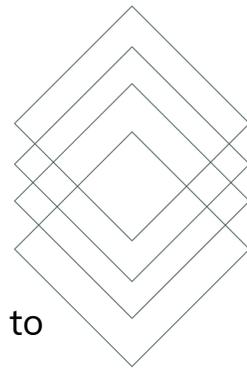
Or there are websites you can go to and have people help with specific tasks?! (I WISH I KNEW ABOUT THIS YEARS AGO!)

Or what about someone in your peer group who loves doing the things you hate?

And maybe it is time to make that 1st hire or next hire because your list is so long you actually are working 2 full-time jobs and just never realized it?

Once you're clear on what you're looking for, opportunities will present themselves and it can happen easier than you think.

If you are looking for more support around how to make a hire or what happens next, here are a few resources for you.



ADDITIONAL RESOURCES

Here are additional resources if you'd like more support when it comes to what happens next and how to find your ideal hire.

All About Using Leverage FREE Masterclass

<https://melissamachat.kartra.com/page/Leverageclass>

How do you know when you're ready to make a hire?

What would you have them do and is it enough to start looking for support? Do you wonder what to put in a job description, what to pay someone, or where to look?

This masterclass covers everything you need before making a hire!

Purely Aligned Podcast- New episodes weekly and please make sure to subscribe and leave a review

Digital Course: Everything You Need to Scale - How to Hire, Onboard, Train, and Systemize your Business with EASE! (You can bundle these together or purchase separately if you only need hiring, or if you only need systems)

- 5 step method to make hiring EASY
- Templates, examples, and guidance on HOW to find your ideal person including interview questions
- Systems includes a weekly breakdown of WHAT to focus on and HOW to build systems for YOU

You can also find me on Instagram @melissamachat and it's time to make hiring easy so you can get your time and freedom back.