

Your Guide To...

GETTING STARTED WITH FANCY HANDS

by Kai Davis

INTRODUCTION

I wrote this guide to help you get the most out of Fancy Hands.

If you've never heard of Fancy Hands or Virtual Assistants, this guide will help you understand:

- What Fancy Hands (a type of Virtual Assistants or 'Remote Employee') is — and how you can use them to delegate projects and tasks
- How you can use Fancy Hands to manage your to-do list and focus on what you want to be doing
- How you can use Fancy Hands to manage your projects
- The specific scripts and language you can use to delegate tasks, projects, and assignments to another person, no matter if it's your assistant or a *virtual* assistant
- Specific examples of tasks and projects you can get started delegating today

If you're already experienced working with Virtual Assistants, this guide will help you by showing you the specific tactics you can use to get the biggest results out of Fancy Hands:

- The specific scripts you can use to delegate projects and manage the results
- Detailed, step-by-step project examples (see exactly how I break a project down into small bite-sized tasks and delegate them to a virtual assistant)
- Email templates that you can copy and paste to get started, get a question answered, or get your project on track
- My step-by-step process for taking a project on my to-do list and turning it into a series of tasks for Fancy Hands

GETTING THE MOST OUT OF THIS GUIDE

When you're reading this guide, I want you to get the most out of this information. I want you to treat it with the respect you'd treat an intensive 1-on-1 coaching session that you spent \$1,000 on.

If you've heard of the 80/20 Rule (*The Pareto Principle*), you're familiar with the idea that for most events, 80% of the effects come from 20% of the causes.

I want to introduce you to the 50/10 rule. If you only put in 50% of the effort, you'll only get 10% of the results you want.

(Think about any time you've started a new habit, but after a few hours or days, you've stopped regularly practicing that habit).

But if you put in 100% of the effort, diligently apply yourself, and practice what you study, the results you get will be larger than life, 150% of what you expect.

As start to read this guide, you can help yourself get massive results out of this information, out of Fancy Hands, out of building a system build on delegation, by following these simple rules:

- **Identify What You Want out of This Guide**— Take a moment and think about what you want out of this experience. Do you want to better understand how to delegate projects? Are you looking for information on how to use Fancy Hands? Something else? Whatever your goal, take a moment and write down specifically what you're looking for.
- **Take Notes While You Read** — Read this guide with a notepad and a pen at hand. When you come across something that makes you sit up and think, stop reading and take a note.
- **Practice While You Read** — If you come across something that makes you stop and think “*Huh, I can*

see how I can use this,” put this guide down! Take a moment and *practice* the lesson you just read.

- **Sign Up for a Fancy Hands Account** — The best way to practice the skills in this guide is with a Fancy Hands account. As you read through this guide, you may suddenly see an easy way to turn a project you've been avoiding into a task you can delegate to **Fancy Hands**.

To help you get the most out of this guide, Fancy Hands has put together a special discount for you.

FANCY HANDS 50% DISCOUNT

If you sign up for Fancy Hands through the link below, you'll save 50% off the cost of your first month of Fancy Hands (or 5% off your first year of Fancy Hands!) That's a savings of up to \$32.50 in your first month, if you sign up for Fancy Hands's 'Premier' plan.

If you sign up through the link below, Fancy Hands will give me \$10 towards my monthly bill, as a thank you for referring a new customer to Fancy Hands.

==> Save 50% Off Your First Month of Fancy Hands

With these notes in mind, let's get started with Fancy Hands.

FANCY HANDS 101

Fancy Hands is a Virtual Assistant service. Like a personal assistant, Virtual Assistants help you by managing your tasks, scheduling your appointments, making your calls, and handling your research. The difference? With a Virtual Assistant, your assistant could be anywhere in the world.

FANCY HANDS 101

Fancy Hands is a team of U.S. based Virtual Assistants. Fancy Hands, based in New York City, hires assistants from around the US (generally major metropolitan areas like Boston, Portland, Seattle, or San Francisco) to help you.

Working with a U.S. based assistant is a huge benefit. They understand your language, your conventions, and your slang, better than any International assistant could ever hope to.

With Fancy Hands, you never need to struggle to communicate yourself. You're working with someone who has a native understanding of English. Think of Fancy Hands like a friend, neighbor, or co-worker, helping you out on a project.

ABOUT FANCY HANDS

Founded in New York, New York, Fancy Hands is dedicated to providing Virtual Assistant services to people around the world.

When you sign up for Fancy Hands, you can start

submitting tasks right away. No waiting and wondering, just working.

You can submit a single task, or a bunch of tasks, and then get back to working on more important things.

When you submit a task, it's assigned to one of Fancy Hands' U.S. based Virtual Assistants who'll begin working on the project right away. You don't have to worry about language or cultural barriers as you get started. Working with Fancy Hands is as easy as sending an email to a friend or co-worker.

Fancy Hands has been busy providing Virtual Assistant services to people for a long time. They've developed quality control measures to make sure that each request you send in is handled quickly and successfully. On top of that, you're in control if your Virtual Assistant misses something.

One major benefit of working with a Virtual Assistant is that your Virtual Assistant is everywhere you are. You can request your tasks by email, phone, or the web, from anywhere on the planet.

Need to buy flowers? Lunch? A fancy Jet Ski? Fancy

Hands can do it for you.

HOW CAN FANCY HANDS HELP?

Do you have a growing to-do list?

Do you ever find yourself wishing you had another set of eyes (or hands!) to help you manage your day?

Do ever wish you had someone trained that you could trust to accomplish tasks for you — without having to worry if it will get done?

If any of those feel familiar to you, Fancy Hands can help you have more time to focus on the things you love and want to be doing.

Fancy Hands is a great way to have support for your projects, but it isn't a replacement for doing your actual job.

Think of Fancy Hands like a friend or co-worker that can help you out by handling the small tasks that pop up during the day (*like rescheduling an appointment or ordering lunch*) so you can focus on the tasks and projects you want to focus on.

WHAT FANCY HANDS IS

✓ **A Virtual Assistant that's just an email away**

Your Fancy Hands assistant is everywhere that you are. You can request tasks by email, phone, or on their website, from anywhere on the planet. When something comes up, no matter where you are, you can reach out to Fancy Hands for help and support.

✓ **A quick and painless way to take care of tasks**

Fancy Hands is great for tackling those 5 - 15 minute tasks like making restaurant reservations, doing light research, or scheduling appointments, that can distract you during your day.

✓ **Support that helps you focus on your job**

Fancy Hands can do anything that doesn't require them to physically go somewhere for you. Any task, chore, or project that a smart, patient, Internet-savvy person with a cell phone could accomplish, as long as it's legal, Fancy Hands can do it for you.

WHAT FANCY HANDS ISN'T

X **A dedicated, full time, 24/7 personal assistant**

Fancy Hands draws from a pool of U.S. based Virtual Assistants. You may work with the same assistant multiple times, but you won't have an assigned, dedicated Virtual Assistant.

X An employee to handle long-term projects

Fancy Hands isn't a full-time employee or able to handle large, long-term, on-going projects. Those type of engagements require more of a *Virtual Employee*. To hire a Virtual Employee, visit [ODesk.com](https://www.odesk.com) or [Freelancer.com](https://www.freelancer.com)

X A replacement for doing your job

Fancy Hands supports you by taking care of the small tasks that pop up throughout the day, so you can focus on the things you want to be doing.

If you're writing a report or article, Fancy Hands can help you find information and track down data, track down images, or other supporting tasks. Fancy Hands can't write your report or article for you.

SAVE 50% ON YOUR FIRST MONTH

Fancy Hands knows that you'll love having a Virtual Assistant, so they cooked up a special promotion just for you.

If you sign up for Fancy Hands by visiting the link below, you'll receive a 50% discount off your first month of Fancy Hands, or save 5% off your annual

cost of a Fancy Hands account.

If you're looking to try out a Virtual Assistant service and see if it can help you, you should try the **Fancy Hands Basic Plan**. (You can upgrade at anytime to one of the larger plans.)

With your exclusive discount, the first month of the basic plan is only \$12.50. This is the cheapest way to try a professional U.S. based Virtual Assistant and see if they can help you.

FANCY HANDS PLAN	REQUESTS INCLUDED	MONTHLY COST	YOUR SAVINGS
<i>Premier (Best Value)</i>	<i>25 Requests per Month</i>	<i>\$65/month</i>	Save \$32.50!
<i>Professional</i>	<i>15 Requests per Month</i>	<i>\$45/month</i>	Save \$32.50!
<i>Basic</i>	<i>5 Requests per Month</i>	<i>\$25/month</i>	Save \$12.50!

==> Sign up for your Fancy Hands account (and receive your 50% discount on your first month)

GETTING STARTED WITH FANCY HANDS

Once you [sign up for a Fancy Hands account](#), you can send your first task in to your Virtual Assistant by emailing 'request@fancyhands.com.'

Let's walk through how Fancy Hands works, what a typical Fancy Hands request looks like, and review some example projects to learn what best practices you should keep in mind when submitting tasks and projects to Fancy Hands.

GETTING STARTED WITH FANCY HANDS

SUBMITTING YOUR TASK

You submit tasks to Fancy Hands through the Fancy Hands website, by calling Fancy Hands at their private number, or by emailing request@fancyhands.com. When you submit a task to Fancy Hands, you'll receive a confirmation email in ~5 minutes.

If your request is a smaller task (*like 'Find a price for Red Puma Sneakers on Amazon' or 'Call Target and ask if they carry Red Puma Sneakers,'*) your Virtual Assistant will get started with the task and email you information when the task is complete.

Depending on the time of day when you submit your task, it can take anywhere from 10 to 30 minutes for Fancy Hands to complete the task and email you back.

If you requested a larger task (*like 'Reserve a hotel room in Portland on October 3rd' or 'Find tickets to the Bluegrass Festival that are under \$100'*), Fancy Hands may email you back with follow-up questions. Once you've answered their questions, they'll get to work on your task for you.

Depending on the size and scope of your task, it may take

up to a few hours for the task to be completed.

If Fancy Hands runs into any delays (long wait times, people out of the office, end of business hours, etc), they'll send you an email letting you know when they'll be able to get back to work on the task.

Hello Kai,

I'm in the midst of completing your task, but I'm not quite finished. Here's an update:

I called, but there is no one at the gallery in the administrative offices until Monday so I will plan to call back then. Have a great weekend!

Fancy Hands sends you an email letting you know about any delays your Virtual Assistant has encountered

WRITING YOUR REQUEST

There are 3 components to a Fancy Hands request email:

- Your email subject line
- Your task
- Your requested deliverable

On the next page, we'll take a look at a typical Fancy Hands request looks like to see what best practices we can learn:

WRITING AN EFFECTIVE EMAIL SUBJECT

The subject line of your email should be specific about the task of the email and describe it in a way such that someone *just reading the subject line* could understand the task and the goal.

A best practice you should follow is starting your subject line with an 'Action Verb' that describes the specific physical action the task requires. (Action verbs are physical verbs like 'Call,' 'Find,' 'Research,' or 'Email.')

VISUALIZING REQUESTS

When you're writing your task request email to Fancy Hands, a best practice to follow is to draft them email in bullet point form, breaking down the steps one-by-one.

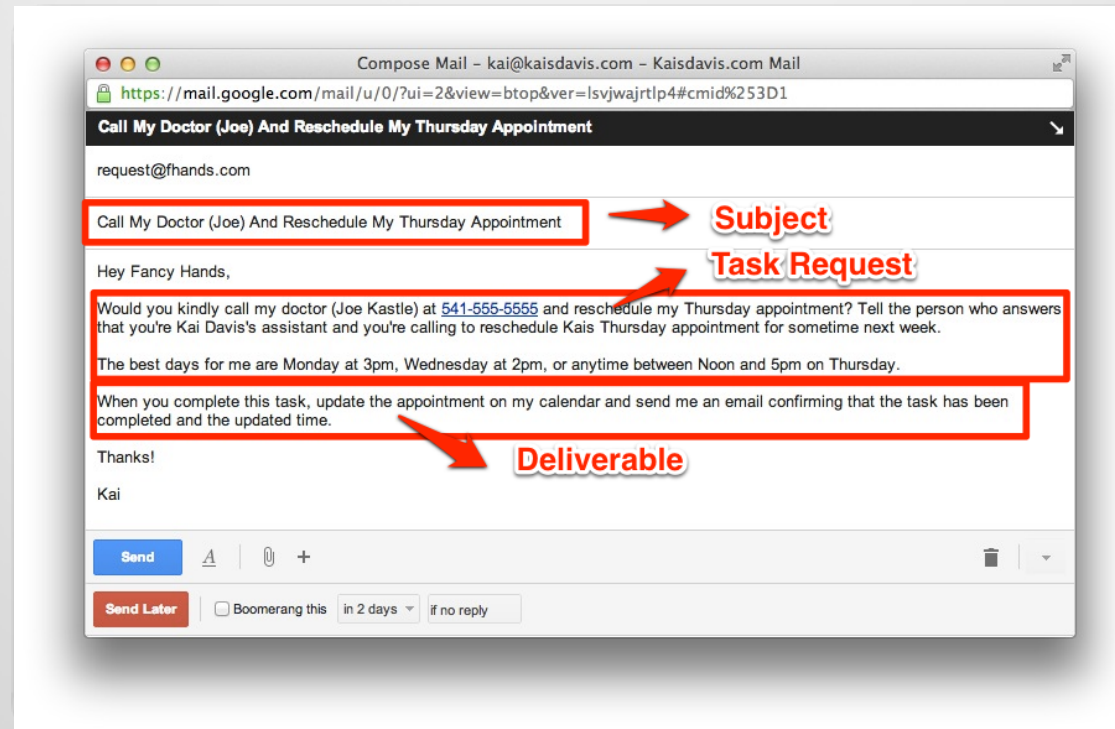
Visualize the steps you'd need to take if you were going to complete the task yourself. Include all of that information.

THE END-OF-TASK DELIVERABLE

When Fancy Hands completes your request for you, what will have changed in the world?

Will an appointment be scheduled? Information gathered? A purchase made?

If you're asking Fancy Hands to collection research information for you, a good practice to follow is asking them to create a document (*like a word document or a spreadsheet*) to collect the information and then sending you the document at the end of the project.



If Fancy Hands is scheduling an appointment for you, you should ask Fancy Hands to add the event to your calendar and email you, confirming the appointment.

If they're making a purchase for you, ask them to email you the receipt.

Whatever your request, clearly describe the deliverable you expect at the end of the project to set clear expectations.

“WHAT IF... I GOOF UP?”

If you goof up and send in an incorrect or incomplete task, it's very easy to fix.

Simply respond to the Fancy Hands confirmation email and let them know that the task isn't ready yet or you left out some crucial information.

Explain what you meant, include any additional information or notes, or clarify the deliverable you're expecting at the end of the project.

All of the Fancy Hands Virtual Assistants are complete professionals. If you make a mistake, they're happy to work with you to make sure your task is completed successfully.

“WHAT IF... FANCY HANDS GOOFS UP?”

Here's why you'll love Fancy Hands: working with them is like working with a close friend or co-worker on a project, and not like working with a nameless, faceless company.

The few times that Fancy Hands has goofed up on a project or task I've submitted to them, they've immediately worked with me to correct the mistake and make sure the task is completed correctly.

Call My Doctor (Joe) And Reschedule My Thursday Appointment

Hey Fancy Hands,

Would you kindly call my doctor (Joe Kastle) at [541-555-5555](tel:541-555-5555) and reschedule my Thursday appointment? Tell the person who answers that you're Kai Davis's assistant and you're calling to reschedule Kais Thursday appointment for sometime next week.

The best days for me are Monday at 3pm, Wednesday at 2pm, or anytime between Noon and 5pm on Thursday.

When you complete this task, update the appointment on my calendar and send me an email confirming that the task has been completed and the updated time.

Thanks!

EXAMPLE TASK: SCHEDULE YOUR APPOINTMENT

Fancy Hands is great for calling offices to schedule or reschedule appointments.

When using Fancy Hands to handle your schedule, keep in mind any information that your Virtual Assistant might need to be successful with this task.

Do you have an account number? Did you include your available time? Are you a new client?

Think through the steps you'd take to complete the task and any information you'd need. Then, include that information in your email to your Virtual Assistant.

Best Practices: Keep These In Mind!

You'll need to include all relevant information with each task.

Your Virtual Assistant can't see your previous tasks. If you've mentioned your phone number or address in another task email, your current Virtual Assistant can't see that information.

If you're scheduling an appointment, what information will the office need from your assistant? (Phone number? Address? Email address? Something else?) Include that information.

What should your Virtual Assistant do if no times are available? Specify what they should do in case they *can't* complete the task as you request.

Find a House Keeper in Honolulu, Hawaii

Hey Fancy Hands,

I'm a single guy and my apartment can get kinda.... messy.

I'm looking for a house keeper in Honolulu, Hawaii who can come to my house once a month and do a general light-cleaning. Floors, windows, counter tops, bathroom, and vacuuming. My budget is \$100/month. I'd like them to supply their own supplies.

Can you search on Google (Search for "Honolulu Hawaii House Keeper") and Craigslist for house keepers and get quotes from 2 that can start this week?

EXAMPLE TASK: FIND A HOUSE KEEPER

Fancy Hands is a wonderful way to find highly reviewed competent people to help you with projects or tasks.

Fancy Hands is great at researching providers, getting quotes, and setting up times to interview people — or scheduling ongoing service.

You can use Fancy Hands to research, call, interview, and schedule house keepers, repairmen, movers.

The key thing to remember: Fancy Hands is a great way to find leads and compare their costs and benefits, but before you hire someone, you'll want to meet with the provider yourself.

Best Practices: Keep These In Mind!

If you're asking Fancy Hands to search something for you, you'll want to specify where you want them to search.

If you have a particular way you want the task accomplished, specify that when you write out your task. For hiring a house keeper, you can ask fancy Hands to look at the Google search results for "<my town> House Keeper", search on Yelp, search on Craigslist, or call leads from the phone book.

If you're hiring someone to perform a service (house keeping, car detailing, yard work), keep in mind the factors that you care about (hours of operation, location, reviews, prices, services, or benefits) and ask your Virtual Assistant to identify those factors in their research.

Hey Fancy Hands — Train Ticket Prices from Eugene to Portland / Seattle December 14th — 17th

Hey Fancy Hands,

I'd like to take a short trip out of town on December 15th. Can you find out the prices for a round trip AmTrack train leaving any time on Friday, December 14th, and returning in the afternoon on December 17th?

My budget is \$150 round trip. What can you find on those dates in that price range?

Email me information about the ticket options you find. Let me know the time departing and arriving on the 14th, the time departing and arriving on the 17th, and the cost for the ticket (round trip) Thanks!

EXAMPLE TASK: RESEARCH PRICES FOR A TRIP

Fancy Hands is a wonderful way to research the cost of tickets for a trip.

You can ask Fancy Hands to research the prices for a quick overnight trip out of town, compare flights or hotels for a longer trip, or put together an itinerary for an extended trip to a foreign country.

When you send in your task, you'll want to specify the criteria you care about (Cost? Destination? Travel Dates?). With those factors in mind, Fancy Hands can find the *exact* information that you need.

Best Practices: Keep These In Mind!

If you have a destination in mind (or a ticket already purchased), it's a quick task to fire off an email to Fancy Hands and ask them to search for hostels, hotels, or AirBnBs near your destination.

If you're attending a conference or convention — or taking an overnight trip out of town with a sweetheart — you can use Fancy Hands to research the cost of flights, find lodging near your destination, and put together a short list of restaurants to visit.

If you're traveling with friends, it's easy to have Fancy Hands compare routes, ticket prices, and confirm everyone's availability for a trip, just by sending in a quick email and asking for your Virtual Assistant's help.

Hey Fancy Hands — Sight Seeing in Madrid, Spain?

Hey Fancy Hands,

I'm in Madrid, Spain for the next day (I leave at 5pm tomorrow). There's a *ton* of museums to see here, I just don't know where to start.

Can you start a Google Doc and list the top 5 museums / attractions I should go to downtown? Please include their hours, the cost (I'm traveling cheap, anything that's free is better than a high cost), and if there are any vegan / vegetarian cafés nearby the attractions.

Thanks a ton! I'm super excited to explore. :)

EXAMPLE TASK: RESEARCHING TOURIST DESTINATIONS

If you're on vacation to a foreign country, you can use Fancy Hands to delegate your sightseeing planning.

It's easy to send Fancy Hands a short email with the name of the city you're visiting and the type of attractions that you're interested in visiting, and ask them to put together a document with a short list of 3-5 places to visit, a few restaurants to eat at, and any interesting events that are taking place during your visit.

Best Practices: Things To Keep In Mind!

If you're traveling, keep in mind the time zone you're in and the time zone your Virtual Assistant lives in. If you're visiting a European city, you can be ~9-12 hours ahead of your Virtual Assistant.

If you're visiting an area where you don't have frequent Internet access or you're a few hours ahead of your Virtual Assistant, make a habit of sending off batches of tasks to your Fancy Hands before you go to sleep. If you time it right, you'll wake up to an inbox full of research that your Virtual Assistant took care of for you while you were asleep!

Vegan Restaurants in San Sebastian, Spain?

Hey Fancy Hands,

I just hopped onto a train to San Sebastian, Spain. Can you research vegan restaurant options on Happy Cow and Yelp? I'll be getting into San Sebastian at 3pm (local time).

Please send me a link to a Google Doc with the names, hours, and average price of vegan restaurants within 1 mile of the train station in San Sebastian.

Thanks!

EXAMPLE TASK: RESEARCH RESTAURANTS IN A STRANGE CITY

If you have dietary restrictions, it can be challenging to visit a new city and quickly know about restaurants you can eat at or grocery stores that you can shop at.

By delegating this research to Fancy Hands, you can easily find a list of restaurants or grocery stores that meet your restrictions before you even set foot in a strange city.

Best Practices: Things To Keep In Mind!

When asking Fancy Hands to research a list of restaurants for you, it's really helpful to indicate the area you'd like them to search in, the average rating on Yelp, the cost of a meal, and your dietary restrictions.

When I ask Fancy Hands to do this research for me, I ask them to send me a link to the restaurant's menu in their response. (It's really helpful when making a decision to be able to click a link in an email and look at the restaurant's menu),

If you're visiting a new city, email Fancy Hands ~1-3 days before you arrive and them to send you a list of restaurants or stores that meet your restrictions. When you land, you'll know exactly where to go.

PROJECT MANAGEMENT WITH FANCY HANDS

By now, you're familiar with the basics of how Fancy Hands works, how to submit tasks, and the best practices that help you get the most results out of your tasks.

In this section, we'll take our research one level deeper and look into the specifics of how to identify large projects from your to-do list that are ready to delegate to your Virtual Assistant.

You'll learn how to break your projects into small groups of tasks and how to delegate specific, individual tasks that are part of a larger project to your Virtual Assistant.

WHAT PROJECTS ARE STUCK ON YOUR TO-DO LIST?

If you have a to-do list within your reach, your list might be a carefully pruned list of the exact projects you're committed to working on over the next 2 weeks.

Or it might be a rambling, sprawling list full of hopes, fear, obligations, and commitments, that represents everything you're thinking about or afraid of happening over the next year.

In either scenario — or a to-do list that's a moderate, middle-ground — Fancy Hands can help you have more control over the tasks and projects that are at the top of your mind.

3 QUESTIONS TO DELEGATE PROJECTS

These are 3 questions that you can answer that you can take and use to turn large projects and break them down into tasks for your Virtual Assistant to handle.

I. What Does Success Look Like? When you have a project sitting on your to-do list, it can be hard to understand *where* to start.

By defining what project success looks like, you can back track to where you're starting out, giving you a clear path from *where you are* to *where you want to be*.

II. Is This A Project You Can Delegate? Is this something you absolutely, positively have to do yourself? Is it because of knowledge that only you know? Can you capture that knowledge in a document and delegate both the document and the project to someone else?

By understanding the barriers that are preventing you from delegating this project, you can understand what information you need to capture to succeed in delegating the project.

III. How Will You Know When The Project Is Complete? When the project is complete, what information will you have that you don't have right now? Be specific. Is it a document? An appointment? Something tangible?

By understanding the specific change you'll see in the world when the project is complete, you can clearly instruct your Virtual Assistant in what you're expecting to

see when they complete the project.

IS YOUR TO-DO LIST COVERED IN ROT?

The problem with large projects that get stuck on your to-do list is that often there's no clear indication of what you should do next to move the project forward.

Without a clear, physical next action, all you can do is sit and stare at your to-do list, wondering what's supposed to happen next.

There's a term for these types of projects: **List Rot!**

The projects sit and sit and sit on your to-do list for months until your to-do list is so bogged down with projects that haven't moved forward that you're afraid to open up your to-do list!

The solution that most people take? Start a new list! Move all the old hopes and fears across from the old list and restart the whole process.

On top of that, the projects that most often get stuck and turn into list rot are large, ambiguous projects that are too big by themselves to delegate to a virtual assistant (projects like 'Write a book,' 'Take a vacation,' or 'Find a new job.')

If you delegate those types of projects what, exactly,

should your Virtual Assistant do? Go on your vacation for you?

To have success delegating these projects, you'll need a clear understanding of what you're trying to change by completing these projects and a clear list of the specific physical actions necessary to complete this project. ("Take a vacation" → "Book a 3-day weekend trip by train to a nearby city and schedule a hotel")

To get started, you're going to practice taking these large, rotting projects off your to-do list and working your way through them with a series of questions to identify:

- **Is this even a project you want to work on?**
(Sometimes projects can get captured on a list and remain there way past their expiration date. Don't want to do it anymore? Toss it.)
- **What — specifically — will it look like if and when this project is complete?** (And once you have that vision in your mind, if it isn't something you want, toss the project and figure out what you do want)
- **What questions do you have about this project?**
(Questions are *good*! Questions often translate into direct, physical actions you can take. As you come up with questions, capture them in a notebook or text file so you can figure out what steps to take to move this project forward!)

TRIAGING PROJECTS - QUESTIONS TO ASK

Question: Is this project something you absolutely and honestly want to spend your time working on?

You've got ~5-6 free hours in a day to work on a project. If you spend that time working on a project you don't want to be doing, you won't get anywhere — and you'll hate yourself for wasting your time.

When you review the projects on your to-do list, ask yourself 'Is this something you really want to be working on?'

Question: When I think about working on this project, what's the most exciting part?

If you've had a project sitting on your to-do list for a few months, ask yourself what part of the project you're most excited about. The parts you're actually interested in (skills you want to practice, connections you want to make, experiments you want to test) may be things that you could bring to dozens of different projects, not just the one stuck on your to-do list.

Question: Would I feel better if I didn't have to think about this anymore?

Feel free to kill projects on your to-do list. It's perfectly natural and normal to find yourself saying 'This is

something that was interesting, but now I don't want to do it.'

Question: How will I know when this project is complete?

For projects that are left on your to-do list (things that you're both interested in and excited to work on), how will you know when the project is completed successfully?

Question: What's a specific date that this project needs to be completed by?

If you don't have a completion date in mind for a project, you're almost guaranteeing that it'll never get finished. Other projects with completion dates will pop up, you'll focus on those, and the project at hand will be ignored.

A completion date is a promise that you're making with yourself. By assigning a timeframe to the project, it's easy to see if it's something you can realistically accomplish in the time you have available or if it's something that you're better off renegotiating.

Question: What questions do I have about this project?

For the projects that are left on your to-do list, what questions do you have? When you think about the project, what questions come to mind?

Capturing the questions — and seeing where the holes are in your knowledge — is more important than

immediately knowing the answers.

We want to take this time to study the projects on your to-do list and identify the questions that you don't have answers to.

EXAMPLE: BREAKING A PROJECTS INTO SPECIFIC TASKS

Taking a look at the projects left on your to-do list, a few may be things you wanted to do at some point, but the joy you originally felt at completing the project has left you.

Delete those projects.

Cross them off. Forget about them. Mark them as done.

For the projects that are left (things you actually want to work on), you'll want to walk through them using the following Project Breakdown Questions and see how your understanding of the project changes.

Let's do this exercise together for a project that's near and dear to my heart: Sky Diving Lessons

The goal with these questions is to understand the specific goal of the project, the physical actions that are required to complete the project, and any deadlines that are present within the project.

PROJECT: START SKY DIVING LESSONS

For this exercise, we're going to walk through the answers to the 6 questions we outlined in the previous section.

This will give you an idea of how to approach the questions, the type of answers you're looking for, and how to pull specific tasks out of the project.

Question: Is this project something I absolutely and honestly want to spend my time working on?

Yes! I've gone Sky Diving once before — and absolutely loved it. If I complete certification as a Sky Diver, I'll be able to go Sky Diving anywhere in the world.

Question: When I think about working on this project, what's the most exciting part?

The most exciting part is knowing that once I've completed my certification requirements, I can go Sky Diving anywhere in the world. Hawaii? Oregon? China? If I'm there, I can go Sky Diving.

Question: Would I feel better if I didn't have to think about this anymore?

Nope! I'm very excited to work on this project.

Question: How will I know when this project is complete?

When this project is complete, I'll have earned a Sky Diving certification, and be able to go on unassisted Sky Diving Jumps.

Question: What's a specific date that this project needs to be completed by?

I'm not sure how long certification will take, but to put a date to this project, I want to have completed all my requirements by July 30th, 2014.

Question: What questions do I have about this project?

(The key part is identifying these questions, not finding answers. This question is all about getting the open questions that are stuck in your mind down on paper so you can find answers later.)

Here are the questions that came to mind:

- What are the requirements for Sky Diving certification?
- How many lessons (in total) does it take?
- How long does the certification process take?
- How much does certification cost?
- What equipment do I need?
- Do I need to purchase this equipment to get started?
- How much do individual lessons cost?
- Are there discounts available for purchasing block of

lessons?

- How much does an individual jump cost once I'm certified?
- What Sky Diving schools are located near me?

Looking at these questions, you can start to see how they relate to each other: Some focus on lessons, some focus on equipment, and others focus on the certification requirements.

By grouping questions together with similar questions, we can start to see the questions and tasks that make up this project:

- Research Sky Diving certification requirements
- Make a list of Sky Diving schools within 30-miles of my home
- Research how many classes each school says it will take to earn my certification
- Get price quotes from each school on the certification package
- Research what equipment I'll need to purchase for lessons and for individual jumps
- Schedule my first lesson
- Add Sky Diving lessons to my calendar
- Attend Sky Diving Lessons

What did we gain by going through these questions? We were able to identify if this project is something we honestly want to focus on, identify the open questions we have about the project, and break out specific tasks that we need to accomplish to complete the project.

HOW TO DELEGATE THIS PROJECT TO A VIRTUAL ASSISTANT

The key to focusing on what you really want to be doing? Ruthlessly delegating what you *don't* want to be doing.

Any task that doesn't require your absolute and specific attention should be delegated.

Take a project like 'Order a gift for my friend's birthday.' You probably have an idea in mind of the type of gift that they'd appreciate. Finding the gift, comparing prices, and ordering it are all steps that don't need your specific attention.

If you delegate this example to a Virtual Assistant, you can focus your attention on other tasks, instead of having to go through the motions yourself.

HOW TO DELEGATE SKY DIVING

Let's take another look at our Sky Diving project. Our

goal? Identify the specific tasks that we can delegate to a Virtual Assistant.

PROJECT TASK	CAN WE DELEGATE IT?
Research Sky Diving certification requirements	✓ Yes! We can delegate it!
Make a list of Sky Diving schools within 30-miles of my home	✓ Yes! We can delegate it!
Research how many classes each school says it will take to earn my certification	✓ Yes! We can delegate it!
Get price quotes from each school on the certification package	✓ Yes! We can delegate it!
Research what equipment I'll need to purchase for lessons and for individual jumps	✓ Yes! We can delegate it!
Schedule my first lesson	✓ Yes! We can delegate it!
Add Sky Diving lessons to my calendar	✓ Yes! We can delegate it!
Attend Sky Diving Lessons	★ <i>We Shouldn't Delegate This</i>

Out of the 8 tasks we identified as being essential to this project, 7 of them can be delegated to a Virtual Assistant.

The one task that's left? It's the thing we actually wanted to focus on: Taking Sky Diving Lessons!

HOW TO DELEGATE TASKS TO A VIRTUAL ASSISTANT

Once you've identified the tasks for a project, you'll need to:

- **Organize Tasks** — Organize the tasks in the logical, sequential order they need to occur
- **Unpack Dependencies** — Identify anything that needs to happen *before* a task can be started
- **Delegate Tasks** — Email your tasks to your Virtual Assistant.

ORGANIZE TASKS

Thinking about the order you'll need to complete each individual task in, does an order pop out at you?

Each step should have a specific place in your project because of how it relates to the other steps in the project.

Some tasks can occur simultaneously. Some tasks need to take place in a specific order.

What general order do you see? What tasks need to happen towards the start of the project? Which tasks can you delegate first?

UNPACK DEPENDENCIES

As you review the tasks in front of you, is there any information or additional steps that will need to be in place before you can get started?

If there are, add those tasks into your list as part of your overall project.

DELEGATE TASKS

When you've identified all the tasks that are part of the project and unpacked any hidden dependencies, you're ready to start delegating these tasks to your Virtual Assistant.

To get started, just send an email to request@fancyhands.com. Include a clear subject line and a thorough description of the task you're assigning them.

ADVANCED FANCY HANDS TACTICS

This section covers advanced, high-level strategies and tactics for getting the most out of Fancy Hands. delegation.

If you're comfortable using Fancy Hands, have a grip on your to-do list, and you feel ready to tweak your process, this section will help you apply the polish to your Virtual Assistant management and

ADVANCED FANCY HANDS TACTICS

EXPLAINING TASKS FOR YOUR VIRTUAL ASSISTANT

When you delegate a task to a friend, family member, or Virtual Assistant, the rule of thumb you should always follow is explaining the task as if you were writing instructions for an intelligent, capable person *who knows English as a second language*.

- Explain all acronyms. Avoid any abbreviations.
- Include any and all relevant background information.
- Use bullets to explain the order of the task
- Explain what you expect to receive when the task is completed

START YOUR TASKS WITH AN ACTION VERB

When you write down a task, start the description off with an action verb. [Merlin Mann of 43Folders](#) clued me into

this habit. Here's are two excerpts from Merlin's two articles '[Building a Smarter To-Do List](#)' and '[Project Verbs vs Next Action Verbs](#).'

"Articulating your to-dos in terms of physical activity - even when they require only modest amounts of actual exertion - has a variety of benefits.

Most importantly, it ensures that you've thought through your tasks to a point where you can envision how it will need to be undertaken and what it will actually feel like once you're doing it. This means you can easily visualize the activity, the kinds of tools you'll need, and perhaps even the setting where the work should take place; It's not just a bunch of works you've written on a page." — *Building a Smarter To-Do List*

“In fact, one of the hang-ups that many people encounter in planning their work in GTD is that, no matter how hard they try, they can never seem to get the distinction between single-action verbs and the larger “look-into” style projects that may require sub-actions. This comes up a lot, and it can lead to frustration and untold friction. — Project Verbs vs Next Action Verbs

Project verbs are the larger look-into style projects with multiple sub-actions.

PROJECT VERBS	
Finalize	Resolve
Handle	Look Into
Submit	Maximize
Organize	Design
Complete	Ensure
Roll Out	Update
Install	Implement
Set-Up	

Next Action verbs are single-action verbs that describe a physical action

NEXT ACTION VERBS	
Call	Organize
Review	Fill Out
Find	Purge
Look Into	Gather
Print	Take
Waiting For	Load
Draft	Email
Buy	

(Both of these lists are from Merlin’s article [‘Project Verbs vs Next Action Verbs’](#))

SPECIFYING DESIRED OUTCOME

When your Virtual Assistant completes this task, what will have changed in the world?

For every task you send in, before you click ‘Send,’ you need to have a clear understanding of what will have changed in the world when the task is complete. Then, write that down in the email as part of your instructions, so your Virtual Assistant knows what you’re looking for.

MAXIMIZING RESEARCH PROJECTS

If you're asking Fancy Hands to manage a research project for you, ask them to create a Google Document to collect the information they find. At the end of the project, have them share the Google Document with you.

If you need to share the results of the research project with a co-worker, it's easy to share the Google Document.

FINDING THE PERFECT RESTAURANT

When you're researching a restaurant, indicate the area you want Fancy Hands to search in, the average rating you're looking for, and the cost you want to pay.

If your party has any dietary restrictions, ask Fancy Hands to call in and see if the restaurant can accommodate the restrictions.

If you're in a rush, ask Fancy Hands to call in and ask if the restaurant has any reservations available for a group from out of town.

UNDERSTANDING TASK TIME LIMITS

Fancy Hands will spend ~10-20 minutes on any task that you submit. If your task will take longer than that, they'll ask you to resubmit the task as multiple smaller tasks.

Before you send your task into Fancy Hands, think about how long it would take you or a friend to complete the task.

Fancy Hands

SAVE 50% ON YOUR FIRST MONTH

Fancy Hands knows that you'll love having a Virtual Assistant, so they cooked up a special promotion just for you.

If you sign up for Fancy Hands by visiting the link below, you'll receive a 50% discount off your first month of Fancy Hands, or save 5% off your annual cost of a Fancy Hands account.

If you're looking to try out a Virtual Assistant service and see if it can help you, you should try the **Fancy Hands Basic Plan**. (You can upgrade at anytime to one of the larger plans.)

With your exclusive discount, the first month of the basic plan is only \$12.50. This is the cheapest way to try a professional U.S. based Virtual Assistant and see if they can help you.

FANCY HANDS PLAN	REQUESTS INCLUDED	MONTHLY COST	YOUR SAVINGS
Premier (Best Value)	25 Requests per Month	\$65/month	Save \$32.50!
Professional	15 Requests per Month	\$45/month	Save \$32.50!
Basic	5 Requests per Month	\$25/month	Save \$12.50!

==> Sign up for your Fancy Hands account (and receive your 50% discount on your first month)



THANKS FOR READING!

I wrote this guide to help awesome people (like you!) use Fancy Hands to get more done and focus on the things you want to do.

WHO WROTE THIS GUIDE?

My name is Kai Davis. I'm a marketing consultant and entrepreneur living in Oregon. You can [read more about me on my website](#).

WANT TO SHARE THIS GUIDE WITH A FRIEND?

Send them a link to: <http://www.ilovefancyhands.com>!

WANT TO ASK KAI A QUESTION?

[Click here to send an email to kai@kaisdavis.com!](mailto:kai@kaisdavis.com)