



The Ultimate Outsourcing Checklist [freeyourhours.com](https://freeyourhours.com)

# The Ultimate Outsourcing Checklist for Busy Doctors & Health Coaches

Reclaim Your Time. Focus on Patient Care. Build Your Practice.

A doctor and a businesswoman are sitting at a desk, smiling and holding a clipboard. The clipboard has a white sheet of paper with the word "DONE" in large green capital letters at the top. Below it is a checklist with five items, each preceded by a checkbox. The checkboxes for the first four items are checked, while the fifth is empty. The doctor is wearing a white lab coat, and the businesswoman is wearing a teal blazer over a white top. They are in an office setting with a large window in the background. Floating around them are various icons related to healthcare and productivity, such as a stopwatch, a heart with a pulse, a brain, a leaf, and a water droplet. At the bottom of the image, the text "Reclaim Your Time" is displayed in large bold letters, followed by the tagline "Focus on Patient Care. Build Your Practice." in a smaller font.

**Reclaim Your Time**  
Focus on Patient Care.  
Build Your Practice.



## Introduction: Why Outsourcing is Essential

As a busy healthcare professional, your biggest asset is your time. This checklist shows how to delegate non-core tasks—so you gain hours for patient care, growth, and personal well-being.

## Admin Tasks to Outsource

- Inbox sorting, routine replies, unsubscribes
- Newsletter management
- Appointment confirmations & calendar blocks
- CRM data entry & billing process
- Conference bookings, reimbursements

Sample Quick Win: Sort inbox, send reminders, and schedule meetings—all delegated!

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## Content Creation & Marketing

- Social media posts & scheduling
- Blog/newsletter drafts from voice notes
- Internal linking & SEO updates
- Graphic design for brand posts
- Video/podcast simple edits & thumbnails

Sample Quick Win: Batch a month's worth of posts and hand off for review and scheduling.

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## Patient Engagement & Support

- Follow-up messages/sequences
- Collect testimonials & run satisfaction surveys
- Update group/community spaces (moderation, events)

## Technical & Specialist Tasks

- Website/plugin updates, mobile optimization
- CRM/email automation setup
- Workflow/training SOP creation
- Competitor research, digital tool comparison



## Business Expansion & Growth

- Outreach on platforms like LinkedIn
- Podcast/partnership/speaking opportunity research
- SOP/process refinement
- Operations/vendor management

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## Your Action Plan

- Step 1: Time Audit (track 3-5 days of non-clinical work)
- Step 2: Identify lowest-value, most draining tasks
- Step 3: Document 1-2 things per week for handoff
- Step 4: Use this checklist to select your first 3 quick wins!
- Step 5: Measure time saved and reinvest in patient care/growth

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## How Much Time Can You Save?

Complete this formula:

- Admin hours per week: \_\_\_\_\_  $\times$  4 = \_\_\_\_\_ hours/month
- Hours outsourced: \_\_\_\_\_  $\times$  4 = \_\_\_\_\_ hours saved/month

With as little as 5–7 hours delegated, you free up to 28+ hours per month!

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## FAQs

- Quality? Checklist + onboarding = higher standards & less micromanagement.
- Compliance? Work with healthcare-trained support. No PHI sharing.
- ROI? Typical VA tasks cost a fraction of your clinical rate.

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## Ready to Save Hours Every Week?

[Contact Uma for a free consult](#)

Unlock ready-to-use templates, workflow guides, and digital growth support at  
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