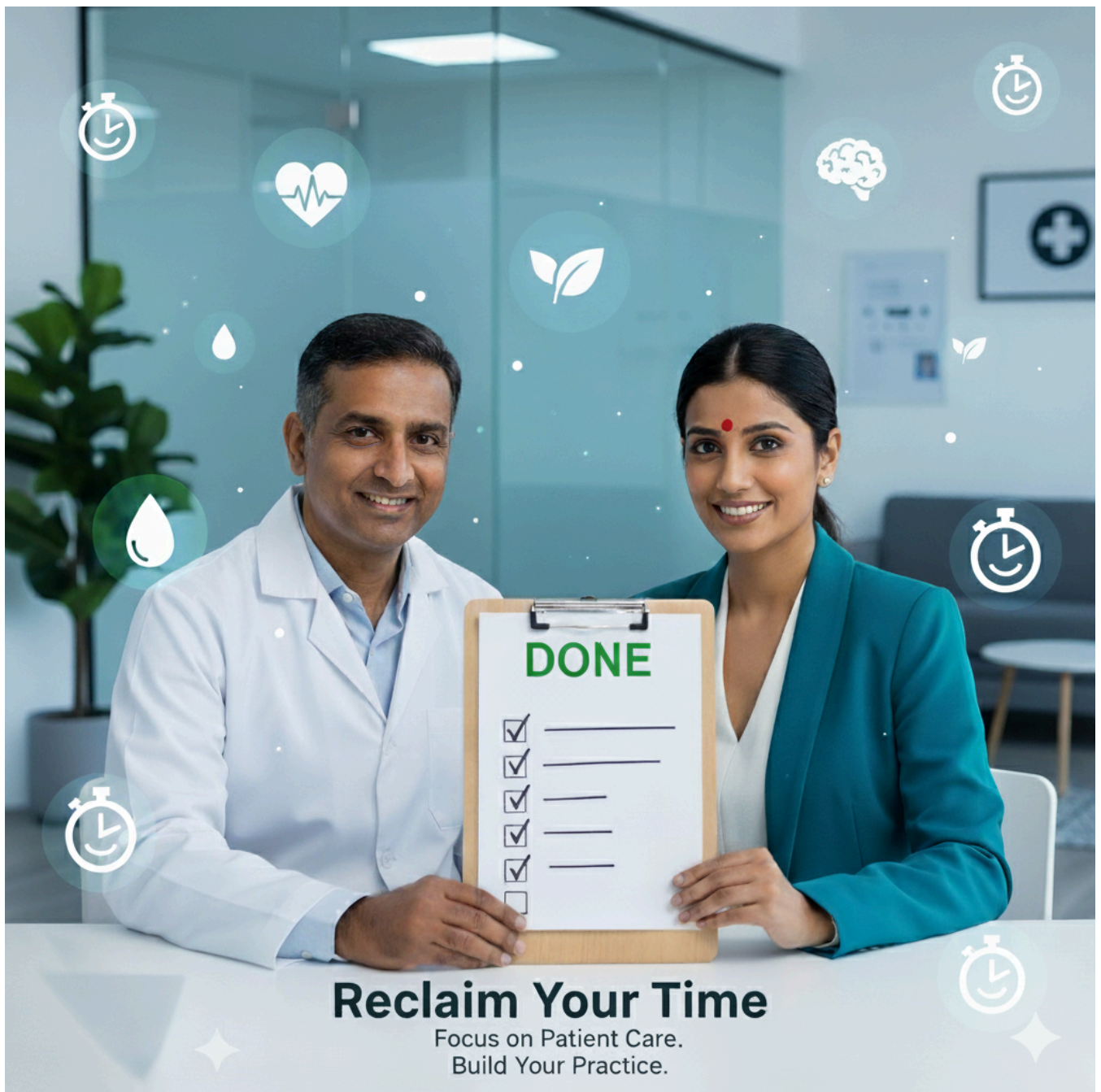




The Ultimate Outsourcing Checklist [freeyourhours.com](https://freeyourhours.com)

# The Ultimate Outsourcing Checklist for Busy Doctors & Health Coaches

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





## 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)
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### Technical & Specialist Tasks

- Website/plugin updates, mobile optimization
  - CRM/email automation setup
  - Workflow/training SOP creation
  - Competitor research, digital tool comparison
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## 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: \_\_\_\_\_ × 4 = \_\_\_\_\_ hours/month
- Hours outsourced: \_\_\_\_\_ × 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](https://freeyourhours.com)

Unlock ready-to-use templates, workflow guides, and digital growth support at [freeyourhours.com](https://freeyourhours.com)

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