

HOW DO YOU KNOW WHEN TO HIRE? GOING FROM SOLOPRENEUR TO ENTREPRENEUR

When I started my business I was just a solo freelance web designer. Life was really simple, just little ol' me building websites and making clients happy. It worked because I kept getting more business. And more business. And suddenly I couldn't keep up with it all. Quality was slipping. I was forgetting things. And clients were starting to not be so happy anymore.

I had to do something about the situation.

But the big question was, "If I hire someone, how do I know if I can keep them busy? How do I know if I'll have enough work?" The freelance web design business waxes and wanes. There are no guarantees that business will keep coming in. So how do you know when it's time?!?!?

If my story resonates with you, it's probably time to hire help.

10 UNMISTAKABLE SIGNS THAT YOU NEED TO HIRE HELP

Many of us live in the season of say-yes-to-everything. If you have zero time to meet anyone, do any work, or spend time with yourself (yes we know this one's the most difficult)—it's time to start saying "no." Not every interaction needs to happen. Also, scheduling meetings with yourself is life-changing. Definitely unpack that for a bit.

One of the biggest things that would compromise my sanity was keeping up with the demand of my inbox. [Getting your email under control](#) was one of the best things I did for my productivity. Control your email, not the other way around. Speaking of email...never assume that people will get in touch with you when they need something. Following up shows you care. You don't need a lot of customers, just happy ones.

Onward to my handy list of questions to help figure out when it's time to hire help.



REVIEW THIS LIST AND CHECK THE ITEMS THAT APPLY TO YOU AND YOUR BUSINESS.

- Is it difficult to keep up with your email?
- Are your clients or customers checking in with you, rather than you checking in with them?
- Is it hard to set up a meeting because you have no space in your day to meet?
- Do you have trouble getting the actual work done because you're spending too much time in meetings or replying to emails?
- Is it hard to find time for your accounting, invoicing, expensing?
- Are you working more than eight hours in a day?
- Are you also working on the weekends?
- When another request comes in do you cringe or want to crawl in a hole and disappear?
- Has a customer complained about how long something is taking?
- Are you feeling stuck and stagnant, unable to grow your business?

Have a look at how many checkboxes you checked. What do you think? Can a new team member take on some of your work and help return your life to sanity?

SHOULD YOU HIRE NOW?

I think you knew the answer all along, but you needed some reassurance. I'll tell you that if I can hire and manage a team, you can do it too.

One of the easiest things to start with is a project manager or virtual assistant. We all have many projects going on at the same time, whether they are internal to your business or external client projects. Keeping track of them all, making sure tasks get done on time, and setting expectations can be a lot for one person.

When I finally had my first teammate helping me out, a project manager, it was magical. I introduced her to a few clients who had active requests with me and the emails started flowing through my inbox without me having to do anything but skim and archive.

That was a fantastic feeling! And wait till you take a real vacation again, that was glorious! I could relax knowing that my clients were in good hands.

Not everyone starts off on the right foot, however. Sometimes you have to correct course early on and make sure your new teammate is using the right language and following your procedures and processes. Don't give up right away, have a meeting and share your methodology, [dial down the control freak](#), explain *why* you do things the way you do and they'll start to understand where you're coming from.

WHAT'S NEXT?

Keep your eyes peeled for our free webinar about building and growing your team. Having downloaded this freebie, I'll be sure to notify you about the upcoming dates for the webinar where we'll talk about contractors vs. employees and not having to worry about having enough work. We'll also be sharing our stories about some of our best and worst hires!

