

Prepared for: Ryan Brazzell

Agency

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REVENUE POTENTIAL UNLOCKED

**Ryan, You Could Unlock**

**\$585,000**

annually by delegating just 30 hours per week

30 hrs/week | 120 hrs/month | \$375/hr activities

EXECUTIVE SUMMARY

**75% of your workload can be delegated immediately.**

Based on our analysis of your responses, approximately 75% of your daily, weekly, and monthly tasks are prime candidates for delegation to an Executive Assistant. This represents a significant opportunity to reclaim your time.

FINANCIAL IMPACT

**\$585,000**

Annual Revenue Unlocked

**\$33,000**

EA Investment (Annual)

NET ANNUAL RETURN

**\$552,000**

ROI Multiplier

**17.7x**

What other investments are giving you a 17.7x return right now?

## Top 5 Daily Tasks

3 tasks

### 1. Priority Inbox Zero Maintenance

\$24,375/yr

EA

Processing and organizing email inbox, filtering client inquiries, responding to...

### 2. Calendar Optimization and Scheduling

\$32,175/yr

EA

Managing calendar, scheduling client calls, blocking focus time for strategic work,...

### 3. Team Performance Check-ins

\$48,750/yr

Conducting daily standups with EA team members, reviewing client satisfaction...

## Top 5 Weekly Tasks

2 tasks

### 1. Weekly Performance Report Compilation

\$12,675/yr

EA

Gathering client satisfaction scores, EA performance metrics, sales pipeline data,...

### 2. Strategic Planning Sessions

\$21,938/yr

Reviewing quarterly goals, adjusting resource allocation, and planning high-level...

## Top 5 Monthly Tasks

1 tasks

### 1. Monthly Financial Reconciliation

\$4,500/yr

EA

Processing expense reports, reconciling accounts, organizing financial...

## Next Steps

Ready to reclaim your time? Focus on delegating the 4 EA tasks identified above. Start with email and calendar management for immediate impact, then gradually expand to include personal life coordination and business process management.

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**Ready to get started? Schedule your consultation:**

[calendly.com/assistantlaunch/discovery-call](https://calendly.com/assistantlaunch/discovery-call)