

# Time Freedom Report

Prepared for

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# \$109,200

Annual value you could unlock by delegating

**21 hrs**

Reclaimed Weekly

**15**

Tasks to Delegate

**3.309090909090909x**

Projected ROI

## Summary Analysis

Based on your revenue level and the workload you described, you are spending roughly 21 hours per week on tasks that do not require your expertise. That is over 1092 hours per year — time that could go toward closing deals, building relationships, or being present with your family.

## THE INVESTMENT

Annual value unlocked	\$109,200
EA investment (annual)	-\$33,000
<b>Net annual return</b>	<b>\$76,200</b>

# Top 5 Daily Tasks

High-frequency tasks eating your time every single day

## 1 Priority Inbox Zero Maintenance

Processing and filtering Ryan's email inbox, responding to routine inquiries using...

Time saved: 2+ hrs/day

## 2 Strategic Client Relationship Calls

Leading discovery calls with potential EA clients, understanding their specific ne...

Time saved: 45 min/day

## 3 Calendar Optimization and Scheduling

Managing Ryan's calendar, scheduling client consultations, blocking focus time, an...

Time saved: 1 hr/day

## 4 EA Performance Quality Reviews

Reviewing client EA placements, ensuring service quality standards, and making adj...

Time saved: 45 min/day

## 5 Client Follow-up Sequence Management

Executing systematic follow-ups with prospects from discovery calls, sending resou...

Time saved: 45 min/day

# Top 5 Weekly Tasks

Recurring tasks that stack up week after week

## 1 Weekly Client Success Reports

Compiling client satisfaction data, EA performance metrics, and success stories in...

Time saved: 3 hrs/week

## 2 EA Candidate Interview Process

Conducting final interviews with potential EA candidates, assessing cultural fit, ...

Time saved: 2 hrs/week

## 3 Discovery Call Meeting Notes

Organizing and distributing notes from client discovery calls, creating action ite...

Time saved: 1.5 hrs/week

## 4 Strategic Planning Sessions

Leading weekly strategy sessions, reviewing business objectives, adjusting service...

Time saved: 1.5 hrs/week

## 5 Expense Report Processing

Collecting receipts, categorizing business expenses, processing reimbursements, an...

Time saved: 3 hrs/week

# Top 5 Monthly Tasks

Administrative work that drains strategic thinking time

## 1 Monthly Financial Reconciliation

Reconciling bank statements, credit card transactions, and business accounts, prep...

Time saved: 4 hrs/month

## 2 Investor Update Communications

Preparing and delivering monthly investor updates, sharing business metrics, grow...

Time saved: 2 hrs/month

## 3 Process Documentation Updates

Updating standard operating procedures, EA training materials, and client onboardi...

Time saved: 3 hrs/month

## 4 Strategic Initiative Assessment

Evaluating progress on major business initiatives, assessing ROI of new programs, ...

Time saved: 2 hrs/month

## 5 Client Success Event Planning

Organizing client appreciation events, webinars, and networking opportunities, han...

Time saved: 2 hrs/month

# Next Steps

## Where to Start

Begin with daily tasks like email and calendar management — they'll give you immediate time back while you build trust with your EA. Then expand to weekly and monthly tasks as you develop systems together.

## Ready to Get Started?

[Schedule Free Consultation](#)

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