

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

3.3x

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 1,000 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
Net annual return	\$76,200

3.3x ROI

Top 5 Daily Tasks

High-frequency tasks eating your time every single day

1

Email & Inbox Management

Processing incoming messages, filtering client inquiries, drafting responses, and flagging...

Time saved: 2+ hrs/day

2

Calendar & Scheduling

Coordinating meetings, managing time zones, rescheduling conflicts, and protecting focus b...

Time saved: 1 hr/day

3

Client Onboarding Updates

Updating CRM with new client milestones, tracking progress, and sending status updates.

Time saved: 45 min/day

4

Social Media Posting

Publishing pre-approved content, scheduling posts, and monitoring engagement.

Time saved: 30 min/day

5

Personal Schedule Coordination

Managing family commitments, booking appointments, and handling personal errands.

Time saved: 30 min/day

Top 5 Weekly Tasks

Recurring tasks that stack up week after week

1

Financial Report Compilation

Aggregating revenue data, tracking expenses, and preparing weekly summaries.

Time saved: 3 hrs/week

2

Interview Scheduling

Coordinating interviews, managing candidate communications, and preparing briefs.

Time saved: 2 hrs/week

3

Vendor Management

Coordinating with providers, managing subscriptions, and handling communications.

Time saved: 1.5 hrs/week

4

Client Success Documentation

Gathering testimonials, organizing case studies, and documenting wins.

Time saved: 2 hrs/week

5

Travel Planning

Researching flights, booking accommodations, and creating itineraries.

Time saved: 1.5 hrs/week

Top 5 Monthly Tasks

Administrative work that drains strategic thinking time

1

Expense Reconciliation

Processing receipts, categorizing expenses, and preparing for bookkeeping.

Time saved: 4 hrs/month

2

Process Documentation

Revising SOPs, updating materials, and keeping playbooks current.

Time saved: 3 hrs/month

3

Event Coordination

Managing speaking logistics, coordinating podcast appearances, and event prep.

Time saved: 4 hrs/month

4

CRM Maintenance

Cleaning records, merging duplicates, and maintaining data hygiene.

Time saved: 2 hrs/month

5

Personal Finance Coordination

Liaising with accountants, organizing documents, and managing bills.

Time saved: 3 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