

# Time Freedom Report

Prepared for

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# \$195,000

Annual value you could unlock by delegating

**10 hrs**

Reclaimed Weekly

**15**

Tasks to Delegate

**5.9x**

Projected ROI

## Summary Analysis

Based on your revenue level and the workload you described, you are spending roughly 10 hours per week on tasks that do not require your expertise. That is over 520 hours per year — time that could go toward closing deals, building relationships, or being present with your family.

### THE INVESTMENT

Annual value unlocked	\$195,000
EA investment (annual)	-\$33,000
<b>Net annual return</b>	<b>\$162,000</b>

5.9x ROI

# Top 5 Daily Tasks to Delegate to Your EA

High-frequency tasks eating your time every single day

1

## Client Invoice Processing & Follow-up

Creating, sending, and tracking invoices for Assistant Launch clients, following up on overdue payments, and maintaining payment records.

Time saved: 45 min/day

2

## Inbox Triage and Response

Sorting through emails, responding to routine inquiries about EA services, flagging urgent client needs, and maintaining inbox organization.

Time saved: 2+ hrs/day

3

## Discovery Call Calendar Management

Scheduling Buy Back Your Time consultations, sending confirmations and reminders, coordinating with prospects across time zones.

Time saved: 1 hr/day

4

## Client Onboarding Task Updates

Tracking progress of new client onboarding, updating Partnership Playbooks, coordinating EA matching timelines, and ensuring week-one deliverables.

Time saved: 45 min/day

5

## Family Calendar Coordination Daily

Managing personal and family appointments, coordinating childcare schedules, blocking family time, and preventing work-life conflicts.

Time saved: 1 hr/day

# Delegating Daily Tasks Frees You Up To...

Strategic activities that only YOU can do

1

## Strategic Client Relationship Calls

Conducting high-value discovery calls with founder prospects, addressing complex client needs, and closing EA partnership deals.

2

## EA Team Leadership Check-ins

Quick daily touchpoints with your Executive Assistants, providing guidance on client situations, and ensuring service quality.

3

## Protected Deep Work Blocks

Focusing on business development strategy, refining the 4-Week Accelerator program, and planning Assistant Launch growth initiatives.

# Top 5 Weekly Tasks to Delegate to Your EA

Recurring tasks that stack up week after week

1

## Invoice Reconciliation and Reporting

Reviewing all outstanding invoices, creating payment status reports, identifying billing issues, and implementing fixes to invoicing process.

Time saved: 3 hrs/week

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2

## Client Success Check-in Scheduling

Coordinating weekly feedback sessions with clients, preparing meeting agendas, gathering client satisfaction data, and scheduling follow-ups.

Time saved: 1.5 hrs/week

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3

## EA Candidate Pipeline Management

Tracking potential EA candidates, scheduling interviews, maintaining applicant database, and coordinating skills assessments for client matching.

Time saved: 1.5 hrs/week

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4

## Website Content Updates & Maintenance

Updating success stories, refreshing service descriptions, maintaining FAQ section, and coordinating with web developer on improvements.

Time saved: 1.5 hrs/week

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5

## Weekly Expense Tracking Report

Categorizing business expenses, preparing weekly financial summaries, tracking vendor payments, and maintaining organized financial records.

Time saved: 3 hrs/week

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# Delegating Weekly Tasks Frees You Up To...

High-value work that drives your business forward

1

## Partnership Development Strategy Sessions

Identifying and pursuing strategic partnerships with complementary service providers, negotiating referral arrangements, and building founder network.

2

## EA Training and Development

Leading weekly training sessions on AI tools, reviewing EA performance, refining client service protocols, and mentoring team.

3

## Protected Family Time Commitment

Dedicating uninterrupted weekend time with family, attending children's activities, and maintaining work-life balance boundaries.

# Top 5 Monthly Tasks to Delegate to Your EA

Administrative work that drains strategic thinking time

1

## Complete Invoicing System Overhaul

Implementing automated invoicing workflows, creating payment tracking systems, setting up reminders, and documenting new billing processes.

Time saved: 2 hrs/month

2

## Client Testimonial Collection Campaign

Reaching out to successful clients, coordinating video testimonials, gathering written reviews, and updating success stories on website.

Time saved: 2 hrs/month

3

## Monthly Operations Report Compilation

Gathering client metrics, tracking EA placement success rates, analyzing 4-Week Accelerator outcomes, and preparing comprehensive performance reports.

Time saved: 2 hrs/month

4

## Vendor Contract Review & Renewal

Managing relationships with software providers, negotiating renewals, researching better tools, and maintaining vendor documentation.

Time saved: 2 hrs/month

5

## Content Calendar and Distribution

Planning monthly thought leadership content, scheduling social media posts, coordinating blog publication, and managing email newsletter distribution.

Time saved: 2 hrs/month

# Delegating Monthly Tasks Frees You Up To...

Big-picture initiatives that grow your business

1

## Business Model Refinement Planning

Analyzing service offerings, evaluating pricing strategy, exploring new revenue streams, and planning Assistant Launch's next growth phase.

2

## Strategic Hiring Decisions

Identifying key team gaps, interviewing senior EA candidates, making final hiring decisions, and planning team expansion.

3

## Thought Leadership Content Creation

Creating founder-focused content, recording podcasts or videos, writing strategic insights, and building personal brand authority.

# 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](#)

[app.iclosed.io/e/assistantlaunch/support](http://app.iclosed.io/e/assistantlaunch/support)