

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 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
Net annual return	\$76,200

3.3x ROI

Top 5 Daily Tasks

High-frequency tasks eating your time every single day

1 Priority Inbox Zero Maintenance

Processing and organizing incoming emails, filtering priority messages, drafting r...

Time saved: 2+ hrs/day

2 Strategic Client Relationship Calls

Conducting high-value discovery calls with potential clients, discussing custom EA...

Time saved: 45 min/day

3 Calendar Optimization and Scheduling

Managing appointment requests, coordinating meeting times across time zones, block...

Time saved: 1 hr/day

4 Team Performance Check-ins

Leading daily standups with EA team members, reviewing client satisfaction metrics...

Time saved: 45 min/day

5 Client Onboarding Documentation Updates

Updating Partnership Playbooks, maintaining client preference databases, organizin...

Time saved: 45 min/day

Top 5 Weekly Tasks

Recurring tasks that stack up week after week

1 Client Success Story Documentation

Gathering testimonials from satisfied clients, organizing case studies, formatting...

Time saved: 1.5 hrs/week

2 Strategic Planning Sessions

Conducting weekly strategy reviews, setting priorities for business growth, evalua...

Time saved: 1.5 hrs/week

3 EA Team Performance Reports

Compiling weekly performance metrics for all EA team members, tracking client sati...

Time saved: 3 hrs/week

4 High-Value Prospect Sales Calls

Conducting sales calls with qualified leads, presenting Assistant Launch services,...

Time saved: 1.5 hrs/week

5 Weekly Expense Report Processing

Collecting receipts, categorizing business expenses, preparing weekly financial su...

Time saved: 3 hrs/week

Top 5 Monthly Tasks

Administrative work that drains strategic thinking time

1 Monthly Financial Reconciliation

Reconciling all business accounts, organizing monthly financial statements, coordi...

Time saved: 4 hrs/month

2 Investor Update Communications

Preparing monthly investor updates, presenting key metrics and growth indicators, ...

Time saved: 2 hrs/month

3 System Documentation Updates

Updating all process documentation, maintaining standard operating procedures, org...

Time saved: 3 hrs/month

4 Business Model Optimization Review

Evaluating pricing strategies, analyzing service delivery efficiency, making decis...

Time saved: 2 hrs/month

5 Monthly Event Planning Coordination

Organizing webinars and virtual events, coordinating speaker schedules, managing e...

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