

# 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	<b>\$195,000</b>
EA investment (annual)	<b>-\$33,000</b>
<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

## Inbox Triage and Response Management

Sort, prioritize, and respond to routine emails, flag urgent client matters, and maintain inbox zero for focused work.

Time saved: 2+ hrs/day

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2

## Calendar Optimization and Buffer Protection

Schedule meetings, protect focus blocks, manage conflicts, and ensure optimal time allocation between client work and strategy.

Time saved: 1 hr/day

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3

## Client Follow-Up Tracking System

Monitor client communication threads, send timely follow-ups, update CRM notes, and ensure no prospect falls through cracks.

Time saved: 45 min/day

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4

## Discovery Call Preparation Packets

Research prospects, prepare briefing documents, compile relevant case studies, and organize materials for upcoming founder consultations.

Time saved: 45 min/day

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5

## EA Candidate Pipeline Updates

Track assistant applications, schedule interviews, update candidate status, and maintain recruitment database for client matching.

Time saved: 45 min/day

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# Delegating Daily Tasks Frees You Up To...

Strategic activities that only YOU can do

1

## High-Value Client Discovery Calls

Conduct personalized Buy Back Your Time consultations, understand founder pain points, and determine partnership fit.

2

## EA-Client Matching Strategy Sessions

Review client needs and EA strengths to create perfect pairings that ensure long-term success and satisfaction.

3

## Team Leadership and Culture Building

Connect with your EA team, provide guidance on complex client situations, and reinforce company values and standards.

# Top 5 Weekly Tasks to Delegate to Your EA

Recurring tasks that stack up week after week

1

## 4-Week Accelerator Progress Tracking

Monitor client onboarding milestones, compile weekly outcome reports, flag issues, and coordinate with EAs on deliverables.

Time saved: 1.5 hrs/week

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2

## Client Success Check-In Coordination

Schedule feedback sessions, prepare satisfaction surveys, document client wins, and organize testimonials for success stories page.

Time saved: 1.5 hrs/week

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3

## Partnership Playbook Documentation Updates

Refine onboarding templates, update process documentation, incorporate client feedback, and maintain knowledge base for EA training.

Time saved: 1.5 hrs/week

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4

## Lead Nurture Campaign Management

Send follow-up sequences to discovery call attendees, track engagement metrics, and schedule callback reminders for warm leads.

Time saved: 1.5 hrs/week

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5

## Vendor and Tool Coordination

Manage subscriptions for AI tools and software, coordinate with tech vendors, handle billing inquiries, and optimize tool stack.

Time saved: 1.5 hrs/week

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# Delegating Weekly Tasks Frees You Up To...

High-value work that drives your business forward

1

## Strategic Partnership Development Calls

Explore collaborations with complementary service providers, negotiate referral agreements, and expand your network of founder resources.

2

## EA Training and Development Sessions

Conduct team training on AI tools, review best practices, coach on complex scenarios, and elevate service quality.

3

## Content Creation for Thought Leadership

Write insights on founder productivity, create case studies from client wins, and develop educational content for target audience.

# Top 5 Monthly Tasks to Delegate to Your EA

Administrative work that drains strategic thinking time

1

## Client Retention and Renewal Analysis

Track client tenure, identify at-risk accounts, prepare renewal proposals, and compile data on satisfaction and retention rates.

Time saved: 2 hrs/month

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2

## Success Story Development Pipeline

Interview satisfied clients, draft case studies, coordinate testimonial collection, and prepare content for website and marketing materials.

Time saved: 2 hrs/month

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3

## Financial Reporting and Expense Compilation

Organize monthly expenses, categorize transactions, prepare preliminary financial reports, and compile data for accounting review.

Time saved: 4 hrs/month

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4

## EA Recruitment and Vetting Process

Post job listings, screen applications, conduct initial interviews, verify references, and maintain pipeline of qualified assistant candidates.

Time saved: 3 hrs/month

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5

## Market Research on Competitor Positioning

Analyze VA companies and alternatives, compile pricing data, identify market gaps, and prepare competitive intelligence reports.

Time saved: 2 hrs/month

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# Delegating Monthly Tasks Frees You Up To...

Big-picture initiatives that grow your business

1

## **Business Model and Pricing Strategy**

Evaluate service offerings, refine pricing tiers, analyze profitability by client type, and optimize your no-commitment guarantee model.

2

## **Strategic Vision and Growth Planning**

Set quarterly objectives, evaluate market expansion opportunities, refine your unique positioning, and plan scaling initiatives.

3

## **Key Client Relationship Deepening**

Host quarterly business reviews with top clients, gather strategic feedback, identify upsell opportunities, and strengthen long-term partnerships.

# 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)