

Redeeming Your Time

Where the week goes. For a company, a school, a church, or a nonprofit. Ten minutes, on your own copy. Rough numbers beat blank boxes; we do the math together.

1 · YOUR WEEK, ROUGHLY (HOURS)

You doing the work you are known for	
You running the place (invoices, payroll, orders, approvals)	
Answering: calls, emails, messages, and chasing a reply	
Scheduling people, rooms, and the calendar	
Fixing what went wrong: complaints, rework, the unhappy customer or family	
Hiring, training, and covering when someone is out	
Everything else (vendors, the building, the stuff that finds you)	
Total hours in a normal week	

2 · THE NUMBERS WE WILL DO THE MATH WITH

People on the team today, and how many the work really needs (write both)	
New inquiries in a normal month (calls, forms, walk-ins, referrals)	
Inquiries that get missed or wait more than a day for a reply, in a normal week	
Who answers after 5 and on weekends (you, a teammate, a service, voicemail, nobody)	
Of 10 people who ask, how many say yes	
What one new customer, client, member, or family is worth in a year, and over the years they stay (write both)	
How people find you, in order (Google, the map, referral, past customer, social, other)	
Emails that land in your inbox on a normal day, and how many need a real reply from you (write both)	
If you could hire a helper tomorrow, how many hours a week of work would you hand them?	

3 · FOUR QUESTIONS, ONE LINE EACH

The task you would never touch again if you could.	
Someone who asked and did not say yes. What has happened with them 30 days later?	
If inquiries doubled next month, what breaks first: people, space, the phone, or cash?	
If you took two weeks off, what would stop?	

Why this sheet. Every hour here is time doing the work, time running the place, or work a system could do. On a call we sort the three piles, put a number on the third, and pick the first thing to hand off. The room you have left decides the order: a full week means hours before more demand. Nothing you write here leaves you and Emprise.

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Type into the boxes and save, or print it and write. Book a free 30 minutes: cal.com/miguel-thorpe-mpznww/30min