

Redeeming Your Time

Where the week goes. Roofing, HVAC, plumbing, electrical, fencing, landscaping. Ten minutes, on your own copy. Rough numbers beat blank boxes; we do the math together.

1 · YOUR WEEK, ROUGHLY (HOURS)

You on the tools (running a crew, working jobs yourself)

You in the office (invoices, permits, supplier orders, payroll)

The phone: answering, calling back, and giving quotes

Scheduling crews and routing trucks for the day

Callbacks, warranty work, and the unhappy customer

Hiring, training, and covering when someone does not show

Everything else (trucks, equipment, the shop, the stuff that finds you)

Total hours in a normal week

2 · THE NUMBERS WE WILL DO THE MATH WITH

Crews running today, and how many you could keep busy (write both)

Calls and quote requests in a normal week, busy season and slow season (write both)

Calls that get missed or go to voicemail in a normal week

Who answers the phone after 5 and on weekends (you, your spouse, an answering service, voicemail, nobody)

Of 10 quotes you give, how many book

What an average job is worth, and a customer over the years they call you (write both)

How jobs find you, in order (Google, the map, Local Services Ads, referral, past customer, yard sign, truck, Facebook)

If you could hire an office helper tomorrow, how many hours a week would you hand them?

3 · FOUR QUESTIONS, ONE LINE EACH

The task you would never touch again if you could.

A homeowner who got a quote and did not book. What has happened with them 30 days later?

If calls doubled next busy season, what breaks first: crews, trucks, the phone, or cash?

If you took two weeks off, what would stop?

Why this sheet. Every hour here is time on a job, time running the business, 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 leads. 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