

# TIME RECOVERY BLUEPRINT

A step-by-step workbook to help owner-operators reclaim 10–20 hours every week.



# 1. TIME DRAIN DIAGNOSTIC

Check any that apply:

- ☐ I answer questions my team should already know
- ☐ I manually follow up with leads
- ☐ I repeat instructions frequently
- ☐ I spend time searching for info
- ☐ I get interrupted hourly
- ☐ I touch every project in some way
- ☐ I'm constantly "catching up" rather than planning ahead
- ☐ Jobs are slowed because someone is "waiting on me"





## 2. YOUR BIGGEST TIME LEAKS

### 1. Communication Chaos

Notes: \_\_\_\_\_

### 2. Tool Overload / No Integrations

Notes: \_\_\_\_\_

### 3. Owner Dependency

Notes: \_\_\_\_\_

### 4. Manual Processes

Notes: \_\_\_\_\_

### 5. No Performance Visibility

Notes: \_\_\_\_\_



### 3. TIME RECOVERY ACTIONS

Choose 3 actions to complete this month:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Suggested actions include:

- Build 1 SOP
- Automate 1 workflow
- Assign 1 owner to a process
- Add dashboards for job/client status
- Define a weekly leadership rhythm



## 4. ROI CALCULATION

Hourly value of your time: \$\_\_\_\_\_

Hours lost weekly: \_\_\_\_\_

Weekly cost: \$\_\_\_\_\_

Monthly cost: \$\_\_\_\_\_

Annual cost: \$\_\_\_\_\_

This is eye-opening, intentional — and designed to push action.





## CONCLUSION

You don't need to work more hours. You need a business that works without you.

Book a clarity call and let's engineer your next level.

SCAN HERE



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