CGS – The 1-Hour Business Execution Starter Kit

🔍 **One Small Step: Reflection Prompts for Real Clarity**

1. **What is actually working right now, no matter how small?**
   Start with truth. Presence begins where pressure ends.

2. **What no longer feels aligned, useful, or worth carrying forward?**
   Let go of what's taking energy without giving value.

3. **What decision have I been avoiding, because I already know the answer?**
   Clarity is often waiting behind avoidance.

4. **What is one small step I can take today that will move something forward?**
   You don't need to change everything. You just need to begin.

5. **If I trusted myself fully, what would I do next?**
   The future is built from self-trust, not second-guessing.

This is your cheat sheet to clarity, systems, and time saved. One hour with this, and your entire business begins to shift.

Step 1: Get It Out of Your Head

Check the boxes that apply. This shows what's slowing you down and what you can shift now.

Task	Time/Week	Drains You?	System in Place?	Delegate To:
Responding to emails/scheduling	3–6 hrs			VA / Platform
Following up with leads or missed calls	2–4 hrs			Automation
Sending quotes/pricing on the fly	1–2 hrs			System / Template
Posting content manually	3+ hrs			Scheduler / Specialist
Re-explaining tasks to your team	Varies			SOP / VA
Managing projects via memory or text	Varies			Dashboard
Invoicing, payments, or billing manually	1–3 hrs			System / Bookkeeper
Updating clients on project status	1–2 hrs			Weekly Reports
Organizing onboarding documents	Varies			Intake Flow

✅ If you checked 4 or more boxes: You're running heavy. This tool is already saving you time.

Step 2: What's Missing in Your Business Right Now?

These are the systems and structures that, once built, free up time and reduce stress. Check what's still manual or unclear:

☐ Structured pricing or quote system

☐ Client onboarding workflow

☐ Follow-up and review process

☐ Task tracking or delegation tools

☐ Intake forms and automation

☐ Weekly client/project reports

☐ VA support or operational backup

☐ Email or inbox cleanup

☐ Lead follow-up system

☐ Clear SOPs

Step 3: Make One Small Shift

Choose one task to move off your plate today:

☐ Let someone else handle scheduling

☐ Use a pre-built intake form

☐ Turn a repeated task into a checklist

☐ Create a simple pricing sheet

☐ Automate your first follow-up email

☐ Build one SOP for your most repeated task

☐ Use a tracker instead of memory

Track Your Results This Week

What Changed	Time Saved (hrs)	How You Feel Now
Delegated a recurring task		
Built a checklist or SOP		
Automated a follow-up sequence		
Got inbox or task clarity		
Set clear client expectations		

4. SOP Creator Template

Instructions: Choose one repeated task and build a simple SOP so others can follow it without asking questions. Example below.

SOP Title	Who Does It	When It's Done	Step-by-Step Instructions
Client Onboarding	VA	After the client signs the agreement	1. Send a welcome email 2. Create a folder in Drive 3. Share the intake form 4. Add to CRM 5. Notify team lead

5. Task Transfer Matrix

Instructions: For each task, decide if you'll keep doing it, delegate it, automate it, or remove it completely. Start with just 5.

Task	Keep Doing	Delegate	Automate	Remove
Lead response		✓	✓	
Proposal creation		✓		
Invoicing			✓	
Social content		✓	✓	

Email cleanup   ✓

6. One-Week Wins Tracker

Instructions: At the end of the first week, list any changes you made and measure the impact. This is how you'll see results fast.

What You Changed	Hours Saved	Energy Gained (1–10)	Notes
Delegated client follow-ups	3 hrs	8	VA sends updates every Friday
Built an intake form for quotes	2 hrs	7	New clients now fill before call
Created SOP for proposals	1.5 hrs	9	Team can send without me

What to Do Next

You've just taken your first step toward structure and execution. Here's how you can move forward:

✔ Keep Going on Your Own – Use our free 14-day platform trial, or fill out the UBBMT online for a full diagnostic.

✔ Want Backup? – Choose Done-With-You or Done-For-You. We build, run, or optimize the system with you.

Creative Growth Solutions

One Small Step.

Real Business. Real Growth.