R.E.A.L. Business Execution
Built to Grow & Hold
One Small Measurable Step at a Time

The One Small Step™ Execution Cheat Sheet

Your first real fix. Measurable results in one hour.

🔍 Step 1: Real Clarity, Fast

These five questions shift you from overwhelm into grounded clarity. Breathe, don't overthink. Let truth lead.

- What is actually working right now, even if it feels small?
- What no longer feels worth carrying forward?
- What decision have I been avoiding even though I already know the answer?
- What is one small step I can take today to move something forward?
- If I fully trusted myself, what would I do next?

📦 Step 2: What You're Holding

Check everything you're still doing manually. Every box is a signal. Four or more? You're running heavy.

- ☐ Responding to emails or scheduling (3–6 hrs/week)
- ☐ Following up with leads or missed calls (2–4 hrs/week)
- ☐ Sending quotes or pricing on the fly (1–2 hrs/week)
- ☐ Posting content manually (3+ hrs/week)
- ☐ Re-explaining tasks to your team (Varies)
- ☐ Managing projects via memory or text (Varies)
- ☐ Invoicing, payments, or billing manually (1–3 hrs/week)
- ☐ Updating clients on project status (1–2 hrs/week)
- ☐ Organizing onboarding documents (Varies)

🧱 Step 3: What's Missing in Your System

These are the core containers that remove stress and free your time. 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 4: Make One Small Shift

Choose one move to make today. Just one. Real change starts small.

- ☐ 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

📈 Step 5: Track Your Wins This Week

Use this to track your first week of shifts. The goal: real progress, not perfection

What You Changed	Hours Saved	Energy Gained (1–10)	Notes
Delegated inbox management	2 hrs	7	VA now checks and tags emails daily

Automated lead follow-up	1.5 hrs	8	New leads now get replies within 5 minutes
Built a task checklist for content	1 hr	6	No more missing posts or steps
Created onboarding SOP	2 hrs	9	New clients start faster with no handholding

📣 **We'd Love to Hear How It Moved You**

Once you've completed your One Small Step, share what changed.

Your feedback helps us keep building what actually works.

📝 **Fill out the feedback form here**

This isn't just a survey—it's a reflection checkpoint.

🛠️ **Step 6: SOP Creator Template**

Choose one repeated task in your business and document how it should be done so others can follow it without asking questions.

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

🔄 Step 7: Task Transfer Matrix

For each task, decide if you'll keep doing it, delegate it, automate it, or remove it. Start with just five tasks you do every week.

Task	Keep Doing	Delegate	Automate	Remove
Example: Lead Response	☐	☑	☑	☐

📊 Step 8: One-Week Wins Tracker

At the end of your first week, record what you changed and how it impacted your time, energy, and clarity.

What You Changed	Hours Saved	Energy Gained (1–10)	Notes
Delegated client follow-ups	3 hrs	8	VA sends weekly updates every Friday

🚀 What to Do Next

You've just taken your first real step toward structure, clarity, and trust in your business systems.

Now you can:

✔ Keep going solo with this rhythm

✔ Use our free 14-day CGS platform trial

✔ Or partner with us: Done-With-You or Done-For-You, depending on your needs

✔ Fill out the feedback form online here