

TIME MAXIMISER



lifestyletradie.com.au

Want To Love Your Business Again?

Hi, we're Andy and Angela Smith, co-founders of Lifestyle Tradie and Dr. DRiP Plumbing. We teach tradies in business, just like you, how to break the cycle of chaos — long hours, hiring and cash flow dramas, debt collection, and constant bickering.

When you started your trade business, it was a proud moment. You'd finally be in control. Best of all, it was your ticket to a **better lifestyle for you and your family**. More freedom. But now, the self-doubt has crept in. You had no idea how busy and lonely you'd be feeling at the same time.

How do we know this? We've been there, too.

When we started our own trade business, Dr. DRiP Plumbing in 2000, it went gangbusters. It quickly grew into a **multimillion-dollar business**. At the peak, we had a team of 17 tradies, with eight vehicles on the road. We were on top of the world, right?

Wrong. Our lives were in complete chaos.

Like flicking a switch, we went from making **\$50,000 a month to losing \$50,000 a month**. At our worst, we had \$188,000 outstanding. The dire situation was soul-destroying for both of us and it took a heavy toll on our marriage. Everything we'd worked hard for was hanging in the balance.

We had no systems. Andy kept everything in his head. BIG mistake. Before our eyes, the business was **spiralling out of control** — and we were financially, emotionally and physically spent. We had no idea how to fix it and nowhere to go to get help, which completely weighed us down.

After hitting rock bottom in business ourselves, we climbed out the hard way, learning our biggest lessons through expensive trial and error. Based on this experience, we've developed **Lifestyle Tradie's** award-winning trade business education hub and community.

Here's the thing. It's the best business people who are successful, not the best tradies. TAFE only taught you the rules and regulations. Your first boss only taught you how to swing a hammer.

You've never been taught how to become a business owner, until now.

You don't have to reinvent the wheel.

Lifestyle Tradie Membership is for you — plumbers, electricians, builders, landscapers, painters, glaziers, air conditioning technicians, and more — if you want to **reclaim that proud moment**, where anything is possible.

To your success,

Andy & Angela Smith

Andy & Ange Smith



Getting started!

Use our TIME MAXIMISER to get 4-6 hours back into your week. Get started with these four basic steps.

1. Review if you're the best person to be doing this task?

- For example, are you the best person to be answering the phones? Is your phone ringing a constant interruption to your day? Could you focus better if it just stopped?

2. Recognise that by choosing to action this task, you could be costing yourself \$\$.

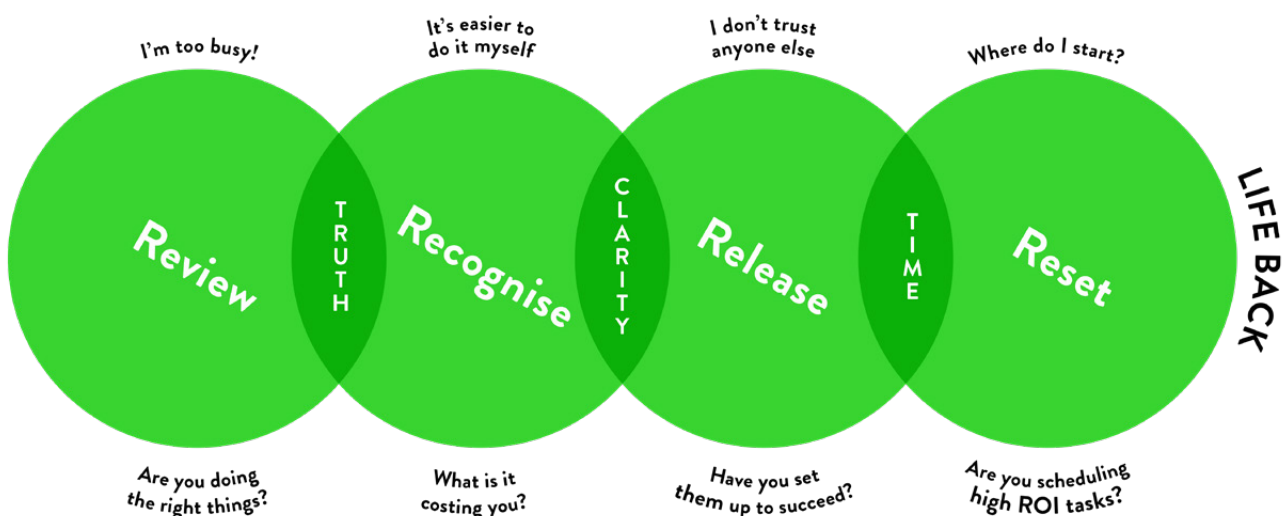
- Are you missing calls because you're on site, or answering in a rush? Do you realise by not answering customer calls, or answering them poorly, you are costing your business money, and potentially damaging your reputation?

3. Release yourself from being the sole person responsible for this task.

- Upskill your team, or hire an additional person who can NAIL this task every time perfectly for you. Teach them HOW you want them to perform the task and empower them to feel confident in their abilities.

4. Reset your focus.

- Now that this task is with somebody else, you can use your newfound time to focus on tasks that only YOU can do or start doing things you've been putting off and get your life back.



REVIEW: Journals are the key

The idea of 'journaling' may make some cringe, but keeping an accurate logbook of your time and tasks is necessary to getting your time back.

Fill out the weekly journal below. This should be an exact replica of everything you do in a week, a brain dump of all your 'tasks' — include everything! Even your morning coffee run and driving the kids to school. Every task counts.



REVIEW: WEEKLY JOURNAL

	MON <input type="checkbox"/>	TUE <input type="checkbox"/>	WED <input type="checkbox"/>	THU <input type="checkbox"/>	FRI <input type="checkbox"/>	SAT <input type="checkbox"/>	SUN <input type="checkbox"/>
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7:30 - 8:00							
Notes							

RECOGNISE: Stop. Keep. Start.

Of all the tasks you've outlined above, grab a red pen, and a yellow and green highlighter.

RED: circle the tasks you need to **STOP** doing.

These are the tasks that are not worth your time.

Why?

Perhaps they're not within your skill range, such as bookkeeping, and therefore takes you hours (when it could take a qualified bookkeeper one hour).

OR perhaps they're not within your pay range. If mowing the lawns takes you two hours on a weekend, and your hourly rate is \$100 (total of \$200), is there a local service that potentially costs HALF that?

YELLOW: highlight tasks you need to **KEEP** doing.

These are the tasks that only YOU can do.

Be realistic here about what is 100% still your domain, and what could potentially be delegated.

GREEN: highlight tasks you need to **START** doing.

These are tasks that might not currently be in your weekly journal.

Tasks that you have thought 'I need to do/be doing more of that,' but have never found the time to start.

They could be personal, such as picking the kids up from school, or business related, but only if it is a PROFIT-PRODUCING task.

[illegible]

RELEASE: Let's start delegating.

Looking at the **RED** tasks only, these are the tasks you need to delegate to others. You need to carefully consider WHO you are delegating to and ensure this task is right for them. Getting these RED tasks off your plate, will give your HOURS back in your week.

Fill out the table below using these steps to get started.

ACTIVITY:

In RED you've maybe highlighted 'Weekly bookkeeping' as it's taking you hours to complete, and would take somebody else less time and money to complete.

TIME PER WEEK:

How long does it normally take you to complete the task each week?

HOW TO TEACH:

Consider how you are going to teach that person how to perform the task. You need to create a step-by-step instructions guide on how you complete that task. If it's for a professional such as a bookkeeper, it's safe to say they know how. But if you're passing this task onto your internal team, write down how you do it, or film your computer as you complete it. That way they know EXACTLY what they are doing and can refer back to your instructions at any time.

WHO:

Are you hiring an outsourced professional? Or are you delegating it internally? Be smart about who you are delegating tasks to, and ensure they can fit it within their current workload.

RESET: You've got your life back.

Congratulations! Now that you've successfully delegated all those tasks that were consuming HOURS of your precious time, it's time to start focusing on profit-producing tasks or personal aspirations!

These are the **GREEN** tasks that you highlighted that you wanted to START doing.

So, get to it!



What's next?

You're the one wearing the heavy load of responsibility - and suffering major stress.
Find out how we can help further...



LISTEN TO...



This podcast is about having conversations on topics that matter to tradies, tradie wives, and partners who want to be better at business. You'll hear expert tips, step-by-step trade business strategies, insights and the occasional rant!

www.lifestyletradie.com.au/podcast



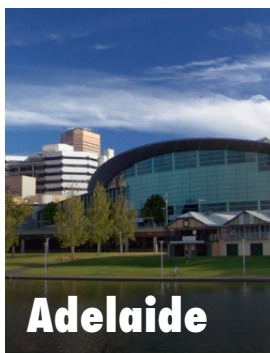
LISTEN HERE

Stress Free!
TRADIE

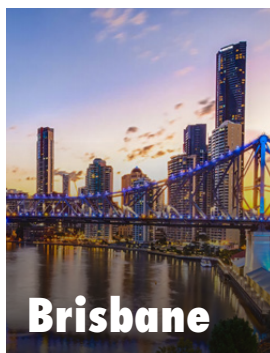
DISCOVER WHAT THE TOP 5% ARE DOING
DIFFERENTLY ... AND WHY IT'S WORKING



Perth



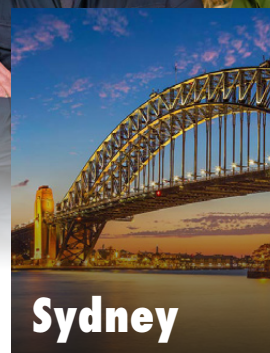
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BOOK A GAMEPLAN CALL

Book in for a FREE Gameplan call, where we give you the clarity and direction needed to help you create the lifestyle and freedom you deserve.

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