



TASKS EVERY CONTRACTOR
NEEDS IN THEIR WEEKLY
CALENDAR TO GET
5X BETTER RESULTS!

Questions? Email Us At
info@profitforcontractors.com



Hey there—

I'm **Andrew Houston**, Contractor Specialist at **Profit For Contractors**. I help contractors go from *CHAOS to control*. Are you constantly having to **babysit your crews**? Are you lacking **strategies** to take your business to the **next level**? That's where we come in.

Profit For Contractors helps you find the correct systems, strategies, and tools, in order to delegate tasks to get time back, communicate better with your crew, and maximize profits on every job.

This short booklet will get you started...

Will this benefit ME? *Absolutely.*

The 5 Money-Making Meetings™ tool can be applied by contractors of *all trades*!

Here's How...



- #1** Your profits and cash flow follow your calendar. When you fill your calendar with high-value tasks, the results will reflect this.
- #2** When you have defaulted activities in your calendar you know what to say YES to and what to say NO to. No more distractions or interruptions; your team will know when they can come to you with questions and when to leave you alone.
- #3** If you don't have a calendar to follow, you're following everyone else's schedule instead. If you leave your availability wide open, you'll be swarmed by your team's demands.
- #4** If you're not in control of your own calendar, then how can your team be expected to? You have to act as leader if you want to be perceived and followed as one.

Questions to ask yourself:

1. Do you want more **CONTROL** of your **TIME**?

2. Do you want better team **COMMUNICATION**?

3. Are you looking for ways to keep your team **ACCOUNTABLE**?

4. Do you want your business to **RUN SMOOTHLY** without you there?

If you answered 'YES' to any of the questions above, then you need to start implementing the 5 money-making meetings into your calendar!



The ideal contractor calendar has 5 key activities you need to include:

#1 Monday Meeting:

Purpose: define desired results for the week

#2 Friday Reflection:

Purpose: did we achieve the results we wanted for the week?

#3 Sales Team Huddle:

Purpose: prepare for the day so team is on the same page

#4 Daily Team Huddle:

Purpose: weigh out solidified work vs. estimated and determine manpower/capacity

#5 Review Financials:

Purpose: are we progressing to profit?

What are you worth? \$15/hr? or \$600+/hour?



GOOD EXAMPLE:

ACTIVITY: *Converting hot leads to booked jobs.*

If you spend 5hrs/week working on converting leads to booked work, which is valued at \$2000/hr, you will bring in \$10,000

5 Hours x \$2000/hr = \$10,000

BAD EXAMPLE:

ACTIVITY: *Delivering material.*

If you spend 5hrs/week delivering material, which is valued at \$15/hour, you will bring in \$225.

5 Hours x \$15/hr = \$225



The reality is, that if the tasks you're doing in a week are only valued at minimum wage, or they're tasks below your pay grade, the sum of those tasks equal what you'll get out of it.

We need to start looking at your time as business owner *first*, before we can look at your team's time.

If the 5 money-making meetings are not currently happening right now in your contracting company, you need to be the one to start doing them. Eventually, a lot of them can be delegated.

I know you're probably already extremely busy, but if you want to go from CHAOS to *Control* you need to do activities that are strategic in thinking; have a purpose, leverage others, and are *proactive* in nature verses *reactive*.

These activities can be developed into a habit to create rhythms of results. *Hoping* for control is not going to work, you have to *create* it and *maintain* it.



How to Use this tool:

- **#1:** Don't try to implement all 5 meetings at once. Just start with one at a time.
- **#2:** Do them in the order they are listed. See how effective 1 or 2 of these meetings are for your company, then try another.
- **#3:** Don't look for perfection. Rough it, review it, then improve it.
- **#4:** Once a meeting has run smoothly for 1 month, you can consider assigning that meeting to a staff member to run it. Let them do the 1st couple with you. Watch to ensure its been ran properly and then hand it over to them 100%—checking in from time-to-time. If you don't have someone to do this with, run them until the company grows until you can.
- **#5:** Start right away

Example Calendar

We've created a sample weekly calendar of how this can look so you can accelerate creating your own with the blank template shown on the last page of this document.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am							
7am	SALES HUDDLE						
8am	MONDAY MEETING						
9am	TEAM HUDDLE	TEAM HUDDLE	TEAM HUDDLE	TEAM HUDDLE	TEAM HUDDLE		
10am							
11am							
12pm							
1pm							
2pm							
3pm					REVIEW FINANCIALS		
4pm							
5pm					FRIDAY REFLECTION		
6pm							



“Monday morning team meetings helped us increase profits by 19% and freed up 10 hours/week.”

— Tyler Faith, Owner
Winchester Osgoode Electric

Activity #1

“Monday Morning Meeting”

Purpose: To determine the results needed to make the week a success.

Rule: Ensure everyone knows what defines a win or loss and what they're accountable for both individually and as part of the team.

Agenda:

Who: Project crew, Management team, Office Staff, and/or other specific department(s).

When: 1st thing Monday Morning.

Where: Office or Jobsite or both (having employees dial into a conference # can work!)

Duration: 30min – maximum 1hr.

Actions: Review and map out game plan. Include tactics/specifics of actions.

1. Review previous weeks' progress & challenges
2. Recognize individual team members success
3. Set current week goals & target (leverage quotes/data)
4. Discuss plan of action (which job, who & milestones)
5. Each team member to acknowledge their role
6. Identify potential challenges & how to overcome
7. Review manpower (Work won vs. potential Work.)
8. Review any safety concerns

(NOTE: someone needs to take notes from this meeting. Have them sent out ASAP so there are no discrepancies to what was discussed. This keeps everyone accountable!)

Activity #2

“Friday Reflection Meeting”

Purpose: Goes hand-in-hand with the goals that were laid out during the Monday Meeting. Did we achieve the results we wanted? If so, why? If not, why?

Agenda:

Who: Project crew, Management team, Office Staff, and/or other specific department(s).

When: Last thing Friday.

Where: Office or Jobsite or both (having employees dial into a conference # can work!)

Duration: Maximum 30 minutes.

Actions: Review. Include tactics/specifics of actions.

1. Review progress (on projects, service work, etc.)
 - a. Reference schedules, delays, change orders
 - b. Subcontractor executed vs. non-executed
2. Reflect on what's on-track and off-track
 - a. If off-track, define how we get the jobs back on track
 - b. Consider staff changes if necessary
3. Review manpower (capacity)
4. Review any safety concerns

(NOTE: someone needs to take notes from this meeting. Have them sent out ASAP so there are no discrepancies to what was discussed. This keeps everyone accountable!)

Activity #3

“Sales Team Huddle”

Purpose: To ensure a constant flow of work; that no opportunities are forgotten or missed.

Rule: Give the sales team the opportunity to ask for help from you, the owner and the team in order to close deals.

Agenda:

Who: Sales team, Project crew, Management team, Office Staff, and/or other specific department(s).

When: 1st thing Monday Morning.

Where: Office or Jobsite or both (having employees dial into a conference # can work!)

Duration: 30min – maximum 1hr.

Actions: Review and map out game plan. Include tactics/ specifics of actions.

1. How are we tracking sales targets?
2. What opportunities are in front of us?
3. Review Key Performance Indicators
 - a. Quoted profits to actual profits on past jobs
 - b. Number of leads, phone calls, customer meetings (create a simple tracking sheet for this or use a white board).
 - c. Conversion rate: lets you predict what work you're going to get before you get it which directly relates to manpower (capacity)

(NOTE: someone needs to take notes from this meeting. Have them sent out ASAP so there are no discrepancies to what was discussed. This keeps everyone accountable!)

Activity #4

“Daily Team Huddle”

Purpose: It's merely a status update so the team has a good understanding of what work has been done, and what work remains. It's a meeting where team members are making commitments to one another (which is the highest form of accountability!)

Rule: This is not used as a problem-solving meeting. Any issues or challenges are taken offline immediately afterwards.

Agenda:

Who: Project management and crew.

When: 1st thing every morning.

Where: Office or Jobsite or both (having employees dial into a conference # can work!)

Duration: Maximum 10-15 minutes.

Actions: Use a white board to track the progress of the jobs we currently have allows us to see status at a glance

Each person covers:

1. Activities & needs
2. Goal & target
3. Production priorities
4. Progressing to profit: quoted-to-actual

(NOTE: someone needs to take notes from this meeting. Have them sent out ASAP so there are no discrepancies to what was discussed. This keeps everyone accountable!)

Activity #5



“Review Financials”

Purpose: To ensure the company is moving forward with sales, profits, & cash flow.

Agenda:

Who: Owner/President, Project Manager, Admin, and Bookkeeper

When: End of week (later in the day is better)

Where: Office

Duration: 1 hour

Actions: Each area is reviewed with proof, not ‘fluff’

1. Profits: Use back costing to know if your company is hitting your profit targets from estimated-to-quoted
Note: you should create profit targets for each type of work otherwise you’ll get what you get
2. Cash flow: Are we on top of our cash flow (included accounts receivable & accounts payable? Note: you should be forecasting your cash flow)
 - a. Make sure you have an A/R system in place
3. Profit Break Even: are we meeting our quarterly, monthly, and possibly even weekly, profit targets beyond just breaking even reflecting on sales vs. profits?

(NOTE: someone needs to take notes from this meeting. Have them sent out ASAP so there are no discrepancies to what was discussed. This keeps everyone accountable!)

The 5 Money-Making Meetings™ — COMPLIMENTARY STRATEGY SESSION

Throughout this document, Profit For Contractors showed you how important your calendar is to your time, team, profits, and cash flow. If you want to take and install The 5 Money-Making Meetings™ tool into your business but don’t know where to start, be sure to book in a quick **15 MINUTE CHAT** with one of our Contractor Specialists for help!

What this chat will do for you:

- Get assessed on where your business currently stands in order to determine where to start and what needs to be done in order to better communication, maximize profits, and get time back.
- Learn how each of these activities can work for your business, and get you 5x better results
- Receive strategies on how to get your team on board with implementing new tasks to their day

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Control Your Calendar

Principle #1: Take back control of your calendar. Don't let others determine what you do each day.

Principle #2: As owner, you need to think of your time as highly valuable.

Principle #3: You want repeat high-value tasks each week. Doing this creates habits, or rather, a rhythm, of success.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							