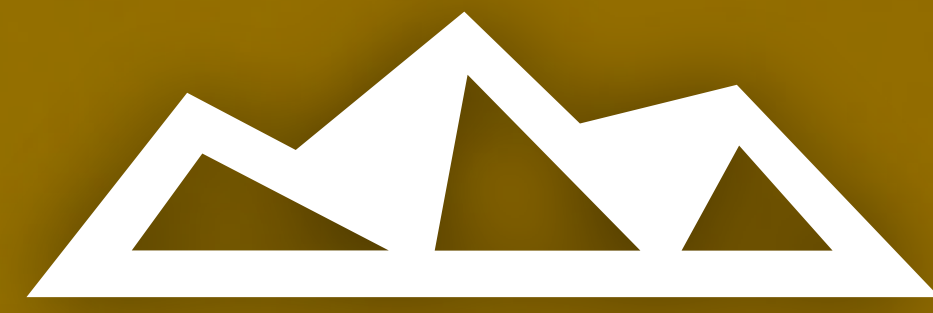




BUYBACK BLUEPRINT™

W O R K S H E E T



Notes



Notes



Founders Scorecard Reference

Name:

Date:

\$10	\$100	\$500	\$5000
Administrative	Publishing Content	Content Creation	Leadership Development
Running Errands	Post Production	Playbook Design	Strategic Planning
Travelling / Details	Processing Email/Social	Planning With Team	Innovative Campaigns
In The Business		On The Business	



Notes



The Camcorder Shot List

Define the tasks that take up your time, are low value and can be delegated to others. Once identified, outline the major piece then record them using the Camcorder Method™.

Name:

Date:

Task	Video Outline	Team Member



Tools for Recording

Name:

Date:

Name	URL	Why I like it...
Loom	http://www.loom.com	Allows you to record your computers desktop, audio, video and works on both Mac & PC.
CloudApp	https://www.getcloudapp.com	Allows you to record and SHARE easily on Mac & PC.
Zoom	http://www.zoom.com	Deliver training to remote teams, host meetings and record at the same time.
iPhone Video (Mobile)	https://www.getcloudapp.com	Allows you to record anything, add audio notes and then save on Dropbox for processing.
Voxer (Mobile)	https://www.voxer.com/	Allows you to quickly record voice message when disconnected (i.e. in flight) and send to your team when reconnected.



Notes



The 95/5 Rule

List everything in the left column that needs to get done in a month period in your business (95%). In the right column, select only the things that drive the business forward.

Name:

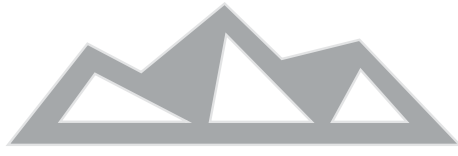
Date:

95%	5%



Notes

Grid of dots for notes.



Time Study System

Log everything you do in 15 minute increments for 2 weeks. At the end of each day, right T or S next to each item (Tactical or Strategic), then highlight in Red (took energy) or Green (gave energy) for each entry.

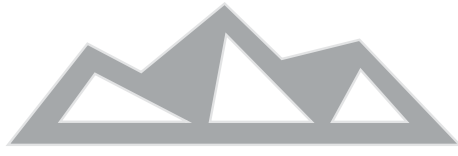
Name:

Date:

[illegible]

Notes

Grid of dots for notes.



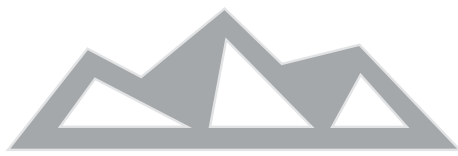
Next Hire Evaluator

Answer the questions below to help you decide on who to hire. Then outline 3 potential hires and score them for most efficient impact. Finally define the outcomes and playbook for the new hire.

Name:

Date:

Questions	Top 3 Hires		Alignment
Low Value Time Suckers What \$10 dollar tasks are you still managing? Inbox? Calendar? Reporting?		Make \$ 1 2 3	The Final Hire Decision
		Time Saved 1 2 3	
		Affordable 1 2 3	List Outcomes Define all the key areas of responsibility the new hire will be taking over.
Bottlenecks If your business tripled in size next month what would break?	Total:		
		Make \$ 1 2 3	
Time Saved 1 2 3			
Affordable 1 2 3			
Curse of Gifted What are you good at, that takes up a lot of your time that's valuable to the company?	Total:		
		Make \$ 1 2 3	
Time Saved 1 2 3			
Affordable 1 2 3			
Revenue Focus What do you need most: Retain more customers? Make more from each customer? Or get more customers?	Total:	☐ Playbook Outline?	



Notes





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