


**FREE BONUS**  
**Companion Checklist**

**Reclaim  
40 Hours  
*In 30 Days***

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# ***“Are You The Bottleneck?”***

 Step 1: Identify Your Bottleneck Habits


☐ I handle tasks my team could do.

☐ I approve every decision, big or small.

☐ I answer too many emails, calls, or messages.


☐ I spend time fixing minor issues instead of focusing on growth.

☐ I feel overwhelmed and stretched too thin.

 If you checked 3 or more, you are likely the bottleneck!


## Step 2: Delegate & Build Leadership Layers

- ☐ Identify 3 tasks you do daily that someone else could handle.
- ☐ Assign routine tasks to capable team members.
- ☐ Set clear roles & responsibilities for your leadership team.
- ☐ Implement a decision-making structure (not every issue needs you).
- ☐ Empower your team with guidelines to handle problems.

 Leadership isn't about control—it's about trust.


### Step 3: Optimize Your Time for High-Value Work

- ☐ Block out “CEO Time” for strategy & business growth.
- ☐ Use a calendar system to manage priorities.
- ☐ Eliminate distractions & busywork that don’t move the needle.
- ☐ Automate or delegate repetitive tasks (emails, invoicing, scheduling).
- ☐ Protect your energy by focusing on high-impact decisions.

 What’s the highest-value task only YOU can do? Focus on that.


## Step 4: Systemize for Long-Term Freedom

- ☐ Document your top recurring processes.
- ☐ Create Standard Operating Procedures (SOPs) for routine tasks.
- ☐ Train your team to run operations without micromanagement.
- ☐ Implement project management tools to track progress.
- ☐ Set clear Key Performance Indicators (KPIs) so performance is measured, not micromanaged.

 Systems allow your business to run without you in the weeds.

## Step 5: Prepare for Scalable Growth

- ☐ Ensure your team understands the company's vision & values.
- ☐ Build a leadership team that can handle day-to-day operations.
- ☐ Develop a repeatable onboarding & training process.
- ☐ Set revenue & operational goals to track progress.
- ☐ Invest in leadership development for yourself & your team.

 Your business should be able to grow without you being the bottleneck.

# ***“Optimize Your Business, Maximize Your Freedom.”***

These practical steps are just the start. You'll begin to see where you can “buy back” at least two hours every single day.

👉 streamline your organizational structure and develop a clear vision

👉 When applied daily, this will compound to at least 10 hours a week of you operating as a CEO.

# ***Lets Work Together!***

## Next Steps

👉 Need help implementing this?  
Enroll in my video course  
[SanchezBiz.com](https://SanchezBiz.com)

👉 Want a personalized plan?  
Book a 1-on-1 consultation  
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