



**Take 1 Extra Day Off Each Week
Within 30 Days**
Part 1

Member Spotlight

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Core 3 Concierge Member



*Carpetland
& More*

e-Home Advisor

Proudly Serving Pioneer Valley

5-Step Blueprint To Take 1 Extra Day Off In As Little As 30 Days

Taken from the
"World Class
Installation System."
(Platinum)

Goal: Free up 8-10
hours = 1 day

Take them all off on
the same day

Spread the extra
hours throughout
the week (e.g. Quit
by 3:00 every day)

**Why take extra 8-10
hours off?**

**Step 1: The
Big “WHY”**

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***What gets you
Excited?***

Step 1: The Big “WHY”

Why take extra 8-10 hours off?

- Play golf
- Travel with your spouse
- Fishing
- Coach your kid’s soccer team
- Fitness
- Volunteer

*What gets you
Excited?*




Step 2: Write Down ALL Your Business Activities

- **Marketing**
- Answering phones
- Email
- Selling
- In-Home Design Audit/Measures
- Quotes
- Ordering
- Managing Warehouse
- Etc.



Step 3: Delegate

- Don't try to do it all at once
- Pick ONE task to delegate
 - Easiest to delegate
 - Consumes 8-10 hours per week



Step 4: Create A Written System

- If it's not written down, it's not a system.
- McDonald's

Step 4: Create A Written System

2 parts to a written system:

1. Instructions
2. Checklist

World Class Installation System Example
(pg. 40)

Simple Task Example

Microsystems (Platinum)

Opening The Store: Checklist

- Unlock front door
- Disarm the alarm
- Set the thermostat
- Turn on the lights
- Turn on the store sign
- Unlock the warehouse

Written System Example

Opening The Store: Instructions

- Disarm the alarm.
 - Located to the right of the front door
 - Alarm code: 123456
 - If the alarm goes off, call the alarm company: (707) 123-4567



Step 5: Delegate The Task

3 Elements To Maximize Your Team's Effectiveness

1. Tools to succeed (Checklist & instructions)
2. Training on how to use the tools
3. Accountability

CASE STUDY

The Stats:

- “Tom” is a NC dealer with single location
- Personal salary: \$400,000+
- Work schedule: 6 days per week
60+ hours per week
- **30-Day GOAL:** Take 1 extra day off each week

CASE STUDY

The Breakdown:

- Tom needs to cut 10 hours out of his week.
- He was spending 2 hours daily in the warehouse
 - Installer management
- Another 1 hour daily doing various administrative tasks
- **15 hours a week of work that could be quickly delegated**

CASE STUDY

Jim's Prescription For Success...

- **Warehouse (10 Hrs.)**
 - Have the warehouse manager meet with the installers daily
 - Written processes
- **Administrative tasks (5 hrs.)**
 - Scheduling
 - Bookkeeping tasks
 - Other

Total: 1+ Extra Day Off

CASE STUDY

Results

- Tom was able to spend weekends with his daughters, and see them in the evening
- Took his family to Disney World that year for the first time
- Stress elimination
- Ideal Lifestyle



**Concierge: Makes
Core 3 Strategies
The Easiest Tasks In
The Galaxy To
Delegate**

A team of floor marketing experts does all this...

- Set up of all sales forms, marketing pieces, Home Advisor, e-Home Advisor FOR you
- Manage your referral marketing FOR you
- Home Advisor is written, printed, mailed FOR you!
- E-Home Advisor is written, uploaded, and emailed to your list weekly FOR you



For Information On Platinum

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