

5 MINUTE (OR LESS) DELEGATION GUIDE

Go from \$100K to \$1M with this Simple SOP Framework

HOW TO USE IT

Follow this simple 1-page SOP framework to quickly create effective SOPs for your business. It's designed to be completed in 5 minutes or less, making it easy to implement and maintain. Here's a snapshot of what the framework looks like

The 5 Minute DOD

<p>This task is [NAME OF TASK]</p>	<p>It repeats [DAILY/WEEKLY/MONTHLY/A ONE-OFF]</p>	<p>And should be completed within [TIME FRAME]</p>
<p>You'll need to use [RESOURCE/TOOL]</p>	<p>Here's what 'done' looks like: [SPECIFIC CRITERIA]</p>	<p>Need help? Ask [NAME/ROLE] at [CONTACT INFO]</p>

WHY IT'S IMPORTANT:

Creating and implementing Standard Operating Procedures (SOPs) is crucial for your business growth. SOPs help you achieve consistency, improve efficiency, and ensure high-quality output every time. By systemizing your processes, you can focus on scaling your business and hitting those revenue milestones. This framework allows you to delegate effectively, freeing up your time to focus on strategic activities that drive growth.

Ready to take your business to the next level? Let us help you implement this simple yet powerful SOP framework tailored to your unique needs. Schedule a free consultation with us today and discover how we can streamline your processes, boost your efficiency, and scale your revenue from **\$100K to \$1M**.

If you need a hand installing these systems or just want to chat about strategies for scaling your business effectively, we're here to help.

Reach out to us at square1grp.com/contact