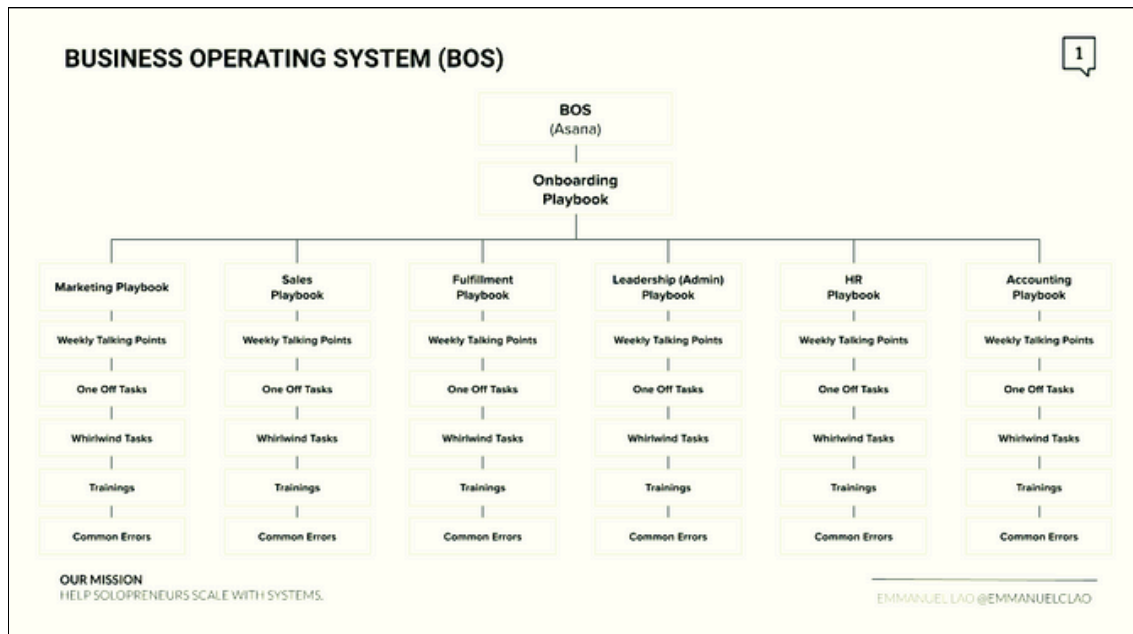# SQUARE 1 GROUP

The Guide to Running Your Business WITHOUT You

How to Remove Yourself as the Bottleneck and Scale—Even Without Losing Control

HOW TO USE THIS:

1. **Review the Framework.** See how the BOS organizes your entire business—Marketing, Sales, Fulfillment, HR, Leadership, and Accounting—into clear, structured playbooks.
2. **Identify Key Areas.** Use Weekly Talking Points, Tasks, and Common Errors to align your team and streamline operations.
3. **Start Delegating.** Implement systems that allow your business to run smoothly without constant oversight from you.
4. **Assess Gaps.** Pinpoint where you need more systems or team support, then prioritize improvements.

BUSINESS OPERATING SYSTEM (BOS)

- BOS (Asana)
- Onboarding Playbook

Marketing Playbook	Sales Playbook	Fulfillment Playbook	Leadership (Admin) Playbook	HR Playbook	Accounting Playbook
Weekly Talking Points	Weekly Talking Points	Weekly Talking Points	Weekly Talking Points	Weekly Talking Points	Weekly Talking Points
One Off Tasks	One Off Tasks	One Off Tasks	One Off Tasks	One Off Tasks	One Off Tasks
Whirlwind Tasks	Whirlwind Tasks	Whirlwind Tasks	Whirlwind Tasks	Whirlwind Tasks	Whirlwind Tasks
Trainings	Trainings	Trainings	Trainings	Trainings	Trainings
Common Errors	Common Errors	Common Errors	Common Errors	Common Errors	Common Errors

OUR MISSION
HELP SOLOPRENEURS SCALE WITH SYSTEMS.

EMMANUEL LAO @EMMANUELCLAO

WHY THIS IS IMPORTANT:

- Stop the Burnout: Micromanagement is draining your time, energy, and passion.
- Break Free from the Bottleneck: Without systems, growth stalls, and your team can't perform without you.
- Reclaim Your Life: Build a business that thrives independently, so you can focus on growth—or simply enjoy more freedom.
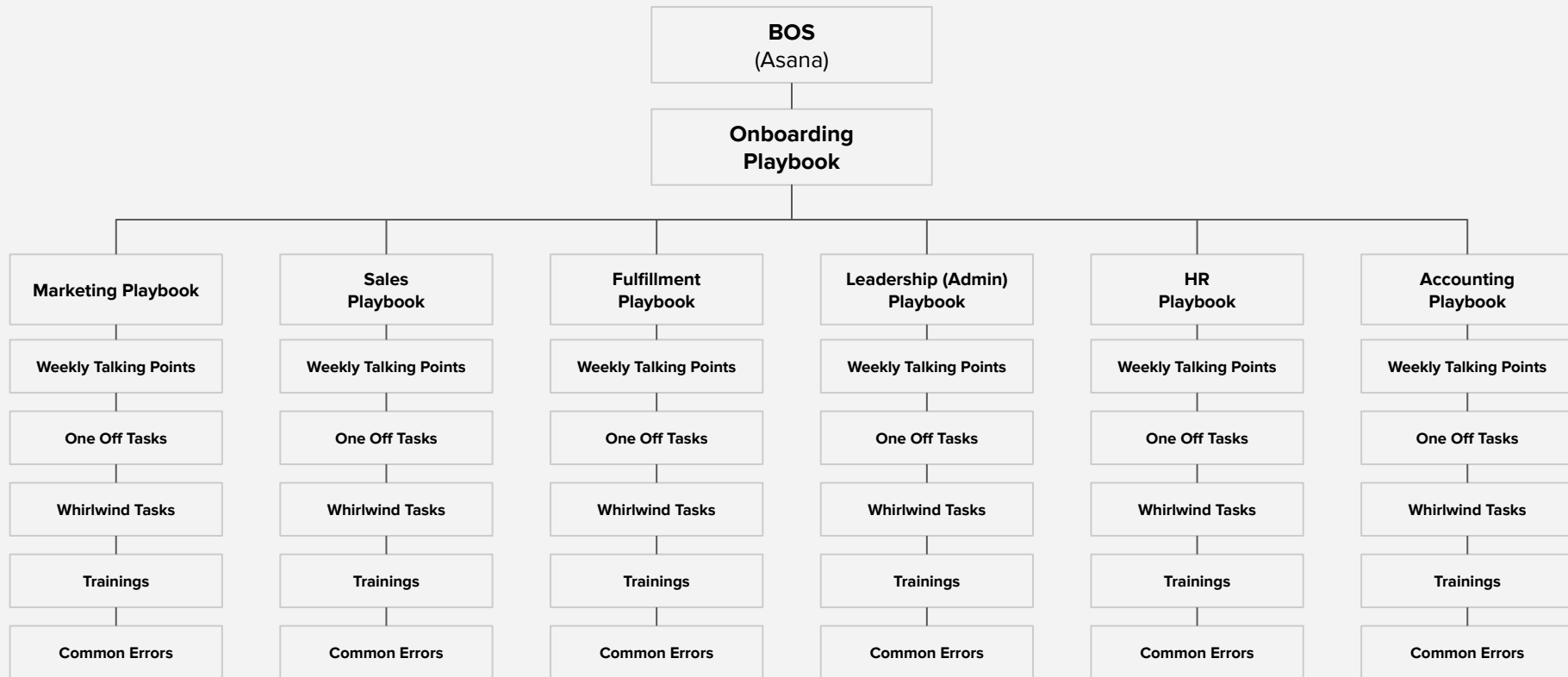
🚪 Ready to Reclaim Your Time and Scale Smarter?

Let's chat about how the BOS Framework can help you remove yourself as the bottleneck and build a business that works without you.

Reach out to us at squareigrp.com/contact