

Your 90-Day Roadmap to Higher Profits and Reducing Your Workload

Your Online Workshop Handout



Find out more about our plug-and-play proven system for building your winning team, [HERE](#).
Find out more about our consulting packages, [HERE](#).

Step 1: Time & Energy Audit

- 2-Week Time Study & Energy Audit
- Roles & Responsibilities

Step 2: Eliminate

- **Pareto Principle** (the 80/20 Rule)
- What things are having little to no impact?
- What things are having the most impact?

Step 3: Automate

- What can be automated using tech & AI?

Step 4: Delegate

- Create a Standard Operating Procedure (SOP) for every process
- Empower your team to take responsibility for keeping them updated (run major updates/changes with you or the team)
- Assign all processes to your team

Step 5: Rebalancing of Team & Payroll Costs

In order for your business to be truly viable, each team member you hire needs to make or save the company a minimum of 3 times what they cost.

That means that when you calculate *all* the costs associated with that employee — their earnings, payroll expenses, bonuses, benefits, package, etc. — what they provide for your business either saves 3x that total cost, or it *brings in* 3x that total cost in revenue.

And most healthy businesses actually average 5x or more.



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Operational Layer

Virtual Assistants, Customer Service, Community Management, Digital Marketing Assistant, Social Media Management, SEO, Project Management, Graphic Design, Web/Programming/Tech, Bookkeeping, Operations, Sales Support/Outreach, Product Creation

Strategy Layer

Sales, Marketing Strategy, Copywriting, Specialized Project Management, Client Coaching/Consulting, Product Design

You need the right people in the right roles with clear objectives and scorecards.

Step 6: Hiring & Onboarding System

1. Role & Scorecard
2. Job Ad
3. Pre-Vetting Funnel
4. Interview Guide
5. Testing (skills & personality)
6. Assessment
7. Job Offer
8. New Hire Paperwork
9. Add to Tech Stack
10. Intro to Team & Add to Company Directory
11. Automated Onboarding (mindset, culture, norms, how we do things)
12. Job Training
13. 15/30/90-Day Scorecards



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**If you want to build a winning team (the profitable way),
then we have something for you...**

Introducing...



**The plug-n-play system with coaching support
for building & scaling a winning team.**

You will IMMEDIATELY save time with this system.

What Makes Alchemized Teams Different?

Alchemized Teams is not another program or course that's going to collect dust in cyberspace. It's an actionable system of downloadable templates, swipe files, tools, and automation systems to help you streamline your team.

Our proven system is designed to help you figure out the position you need to fill, create a job description, attract top talent, interview, vet, test, and find the candidate that's the best fit!

Think of this proven system as your grab-and-go resource library that you come back to again and again to hire and train A-players.



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Check out our proven plug-n-play system:

AlchemizedTeams.com/Proven-System

Book a Profit Breakthrough Session:

ProfitBreakthroughSession.com



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