1. Log One Typical Week

Every fifteen minutes, for seven days. Do not change your week.

LoftyBiz
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1 How to log

Write a few words for what you did in each 15-minute block. Include interruptions: phone calls, small favours for staff and fixing problems. They are often the biggest hidden cost. You want an accurate picture, not a tidier week.

2 A few sample rows (copy this into a full week)

Day / time	What I was doing (a few words)
Mon 8:00	
Mon 8:15	
Mon 8:30	
Mon 8:45	
...	Keep going for 7 days

3 Group the hours and colour each task

Task	Hours	Needs me?	Written steps possible?	G / Y / R

4 Value your best hour

Ask: "What is the most valuable thing I do in this business?" Selling, winning big customers, improving the product or leading the team. Then estimate what an hour of that is worth.

Gross profit from one new result $ _____ / month Hours to win one: _____ Hourly value: $ _____ / month x 12 = $ _____ / year

Example (Joyce, Kisumu bakery, illustrative): a new shop brings about $600 a month in gross profit. Twenty hours of visits win one shop. One selling hour is worth $30 a month, or about $360 a year.

Examples only; results vary. General business education, not financial, legal or tax advice.
Free tool from LoftyBiz. More free tools and Systex (our own product): loftybiz.net

2. The Traffic-Light Handoff

Green now, yellow with a written process, red last.

1 The three colours

Colour	Joyce's examples (illustrative)	Hand off when
Green	Deliveries; market with a fixed list; routine orders	This week, with a short checklist
Yellow	Stock count; payment checks	Next, after a written SOP in Systex
Red	Recipes; prices; supermarket deals	Last, when someone is ready

2 Every handoff needs three things

1. A written standard of "done well". Example: all deliveries by 8 a.m., every shop signs the note, shortages reported the same day.
2. A short check-in at first: daily in week one, then weekly.
3. A measure you can see without doing the task, like the signed delivery notes.

3 Joyce's 61-hour week (illustrative)

Deliveries	12 hours	WhatsApp orders	8 hours	Market buying	6 hours
Stock and payments	5 hours	Other tasks	26 hours	Selling	4 hours

4 Put the freed hours into valuable work

Freed time disappears if you do not plan it. Joyce blocked Tuesday and Thursday mornings for shop visits. Selling time went from 4 hours a week to 14. After three months: about one new shop a month to around three; about $1,200 more in monthly gross profit; and fewer hours than before. Test: if a task requires you, it is not finished yet.

Keep the written steps in Systex, our own product (loftybiz.net). Joyce and her figures are illustrative. These are examples, not promises.

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3. Do This This Week

One green task, handed off next week, with a short written standard.

1 This week's checklist

[ ] Log your time every fifteen minutes for 7 days
[ ] On the weekend, add up the hours for each task
[ ] Estimate what your best hour is worth
[ ] Colour each task green, yellow or red
[ ] Hand off one green task next week, with a short written standard
[ ] Put that handoff into Systex so the steps stay clear after you step away

2 Worked example, in one line (illustrative)

$600 a month from one new shop divided by 20 selling hours = $30 a month per hour, or about $360 a year. 4 selling hours out of a 61-hour week. After the handoff: 14 selling hours, about 3 shops a month, about $1,200 more in monthly gross profit.

3 A common mistake

Starting with reds. The hardest work goes to someone who is not ready, things go wrong, and you decide delegation does not work. Hand off greens first, build systems for yellows, and keep reds until later.

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