90-Day Handover Planner

LoftyBiz 084 · The 90-Day Test: Could Your Business Run Without You?

Use this planner to prepare a handover, then take a ninety-day test at arm's length. Fill in your own figures. The numbers below follow the video and are labelled examples only.

This week

1. Log everything you do for five working days, including every decision people bring to you.
2. On Friday, mark each entry keep, teach or drop.
3. Pick the three teach jobs that take the most time, and write one page for each.
4. Choose who could be your deputy, and write down two decision limits you would trust them with.
5. Put one practice week in your calendar, and put that plan into Systex.

Prepare: five steps

Step	What to do	Done?
1. Log a week	Half-hour blocks, plus every decision people bring you	
2. Sort	Keep (owner only), teach (someone else can learn it), or drop	
3. One-page playbooks	What good looks like, the steps, and common mistakes	
4. Deputy and limits	Name a deputy and write two clear decision limits	
5. Practice weeks	Stay in the back office, then stay home, and fix what breaks	

Take the test: five rules

Rule	What to do
1. Emergencies	Agree a short list. Anything else waits for the weekly call.
2. Three numbers	Weekly sales, cash in the bank, and customer complaints.
3. Gap diary	Date, the question, and what the team did instead of calling you.
4. Fix one gap a week	Write a page from a distance. Do not fly back to solve it yourself.
5. Score honestly	What broke? What held? What should your role be now?

Worked example figures (Agnieszka, bicycle shop, Gdańsk) — labelled examples only, not recommendations

Item	Example figure	Note
Hours on daily work, before	about 55 hours a week	A labelled example
Hours on daily work, after three months	about 15 hours a week	A labelled example
Time-log entries in one week	more than 140	A labelled example
Share that stayed on the keep list	about one in ten	A labelled example
Refund limit for the deputy	about $150	Prices are examples, not recommendations
Spend limit for the deputy	about $400	Prices are examples, not recommendations
Monthly sales during the handover	about $38,000	A labelled example. Results vary.

Calls in the second home week	0	Typed example: nobody called her at all

Worked example figures (Siew, plant nursery, Ipoh) — labelled examples only, not recommendations

Item	Example figure	Note
Month-one sales change	down about 6%, then recovered	A labelled example. Results vary.
Full 90 days vs same months last year	about 4% above	A labelled example. Results vary.
Days a week she returned, on growth only	2	A labelled example

These are examples, not promises. The people and businesses are illustrative. Figures are for general business education, not financial or legal advice. Prices are examples, not recommendations. Results vary. Your numbers will be different. loftybiz.net