LoftyBiz Should-Be-Doing List

Write every fix you already know, score the effort, do the easiest first, and keep a weekly fix hour. Park new ideas on a later list.

Example figures. General education, not financial, legal or tax advice. Results vary. These are examples, not promises.

1. Write every known fix (about 20 minutes, one page)

Write down every improvement you already know your business needs. None of them has to be new or exciting.

#	The fix	Effort (hour / day / week)	Done on
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

2. Score the effort, then start with the easiest

Mark each item as an hour, a day or a week. Do the one-hour jobs first this week. If an item is bigger than an hour, break it into smaller pieces.

Big item	Smaller piece 1	Smaller piece 2	Smaller piece 3

3. Book a weekly fix hour

Block one fixed hour every week, give it a name, and spend it only on the next item on this list. No quotes, no calls, no new ideas in that hour.

Day and time	Name of the hour	Where it lives (calendar / Systex)	Protected?
e.g. Friday 2-3 p.m.	Fix hour		

4. Later list for new ideas

When an exciting idea comes up, write it here, not on the main list. Only look at this list once the should-be-doing list has fewer than five open items.

New idea	Parked on	Looked at on	Kept, dropped, or timed?

5. This week's homework

Task	Done?
Take twenty minutes and write every known improvement	
Mark each one as an hour, a day or a week	
Do the easiest one before Friday	
Block one fixed hour every week and give it a name	
Start a later list for new ideas	
Put the plan into Systex	

Worked example (illustrative only): Adaeze, dry-cleaning shop, Duluth. A shirt costs about $4 to clean and a winter coat about $18. She wrote nine known fixes, did the three one-hour jobs that week, and pinned the list behind the counter. Over the next two months, uncollected orders on the rack fell from about 40 to about 12, and the new prices added roughly $300 a month. The review routine stalled twice because nobody owned it.

Worked example (illustrative only): Lars, landscaping company, Chattanooga. A typical lawn and garden visit costs about $65. He blocked Friday 2-3 p.m. as the fix hour and finished 22 small fixes in one season. Quote time fell from about 40 minutes to about 15. Locked-gate trips dropped from about six a month to one or two. He kept new ideas, such as offering pool cleaning, on a later list.

Keep the list, the weekly slot and the follow-ups in Systex so late payers and review requests do not slip again. Systex is our own product — loftybiz.net

Private download · General education, not financial or legal advice