

time
mastery
**BUSINESS ACCELERATOR
PROGRAM**



WHEN YOU WANT YOUR TIME BACK
AND NEED HELP TO GET THERE

YOU'LL BENEFIT



You're spending too much time doing tasks that aren't the best use of your time. Tasks that pull you into the day-to-day operations of your business.

You have a burning desire to take your business to the next level, but you need help to achieve that.

You're comfortable delegating, investing time now to save you time in the future.

You spend your days being busy, yet finish the day feeling frustrated by what you've achieved.

You're ambitious, with big plans.

You and your business would benefit from operational excellence. Routine processes documented, reviewed and improved to gain the best possible outcomes.

You need someone who holds you accountable and keeps you focused on what's important to move the needle.

You need both a VA to delegate to (now) and a strategic partner to manage but you need to be in a position to leverage the investment.

You're prepared to make changes now for a better future. And pull up your sleeves in order to get there!

WHAT YOU CAN EXPECT

1

More Than a VA

You'll be assigned a dedicated VBM or senior VA who will guide you through the programme while acting as your VA ... a balance of proactive and reactive support.

90-Day Framework

Work through our 5-step process to reduce your to-do list.
Reclaim your time.

2

3

The Assistance Track

An EOS™ tool to help you delegate the right way and measure time savings to spend more time focusing on growth.

Accountability

Your VBM or senior VA acts as your accountability partner to help you stay focused on the right results.

4

5

Traction

An IDS approach to issues, helping you achieve traction and momentum.

Strategy

Four one-on-one zooms with Justine where we plan together.
One business owner to another.

6

YOUR 90-DAY

framework

STEP 1

01

TIME AUDIT

A time audit collects the data we can then use to analyse patterns and trends. With this information, we can then make changes to your habits and routines to increase your productivity and efficiency with our 5-step process.

STEP 1

02

TASK AUDIT: 5-STEP PROCESS

“Never automate something that can be eliminated, and never delegate something that can be automated or systemised. Otherwise, you waste someone else’s time instead of your own, which now wastes your hard-earned cash.”

Timothy Ferris

STEP 1

03

ZONE OF GENIUS

Your zone of genius is that space where you can thrive and achieve your highest potential, using your natural abilities and strengths. When you are operating in your zone of genius, you are doing what you love, are good at, and what comes easily. You are fully engaged, energised, and inspired, and experience a sense of flow and fulfilment in your work.

STEP 1

05

WISH LIST

Working on your wish list, we create a living document that captures the tasks that fall outside of your 7-day to-dos. This gives you peace of mind knowing nothing is forgotten, reduces the 'noise' in your head, and creates momentum in your business development.



OUR 5-STEP

process

1

Eliminate

Removing unnecessary tasks or activities that waste time or do not contribute to your goals.

Systemise

Creating a system or process to streamline routine tasks and increase efficiency.

2

3

Delegate

Removing unnecessary tasks or activities that waste time or do not contribute to your goals.

Automate

Using technology or tools to automate tasks or processes and reduce the need for manual intervention, saving time and effort.

4

5

Measure

Tracking progress and performance to identify areas for improvement and ensure goals are being met.

YOUR

commitment

FOR THE NEXT 90 DAYS

90 days to allow us to work our magic

An investment of \$3,200 + GST per month

Your open mind and honest communication

Regular check-in's with your VBM

AT THE END OF THE PROGRAM

YOU'LL HAVE:

- clarity on where you should focus your time
- repeatable tasks documented in procedures
- a trusted partner vested in your success, who's now an integral part of your team
- a clear vision of your goals and direction
- delegated your noise and elevated your time!





LET'S GET STARTED!

NEXT STEP

If you're ready, we're ready! Book your 15-min call.

RESERVE YOUR TIME SLOT



That's all you need to do!

Our call will cover:

- whether we're a fit for each other
- answering your questions
- where you are now and where you want to be

A RESOURCE FOR THE

do it yourself

You may not need our help at all! We've also put together a resource you can work through at your own pace, in your own timeframe.

You can download that guide right now by clicking below.

It doesn't follow the exact same process as this programme but within it's pages is all the information you need to become a time ninja. A master of your own days!

ACCESS YOUR COPY HERE

"Most of us spend too much time on what is urgent, and not enough time on what is important."

Steven Covey

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