

BUY BACK YOUR WEEK

The Owner's Operating Planner

If the line stops the day you step off it, you don't own a factory — you own the hardest job in the building. This planner is how you get off the floor: protect the work only you can do, hand off the rest, and run the business instead of running in it.

HOW TO USE IT

Three pages, used on a rhythm: the **Golden Hour Daily** page each morning, the **Weekly Scorecard** each Monday, and the **Delegation Audit** once a quarter. It's the working taste of two RRP systems — Time Management (the Golden Hour) and High-Performance Habits.

The Golden Hour — Daily

THE ONE NEEDLE-MOVER TODAY

If only this got done, today was a win.

TOP 3 OUTCOMES

1

2

3

TIME BLOCKS — TAG EACH ☐ ON THE BUSINESS / ☐ IN THE BUSINESS

6–8am

☐

ON

☐

IN

8–10am

☐

ON

☐

IN

10–12pm

☐

ON

☐

IN

12–2pm

☐

ON

☐

IN

2–4pm

☐

ON

☐

IN

4–6pm

☐

ON

☐

IN

END OF DAY

What did I do today that **only I could do**? Everything else is a candidate to train out or delegate. →

Weekly Factory Scorecard

The handful of numbers that tell you the truth — and the name of the person who owns each one. When every line has an owner that isn't you, the factory is starting to run itself.

NUMBER	TARGET	ACTUAL	WHO OWNS IT
Production output (units / value)			
On-time delivery %			
Quality / rework rate			
Cash position (from Friday check)			
Quotes out → jobs won			
Gross margin %			
Safety incidents / near-misses			
Team: who needs a conversation			

THIS WEEK'S ONE IMPROVEMENT THAT MUST STICK

Owner of the fix: _____ · Check it's still in place next Monday.

The "What Only I Can Do" Audit

List everything that landed on you last week. Then be honest about each one: **Keep** (only you), **Train** (someone could, with coaching), **Delegate** (hand over now), **Delete** (stop doing it). The goal: every line that isn't "Keep" leaves your plate this quarter.

TASK THAT CAME THROUGH ME	KEEP / TRAIN / DELEGATE / DELETE	TO WHOM · BY WHEN

THE BRIDGE

This planner buys back hours. The **Rapid Reset Program** installs the systems that keep them bought — so the factory runs to standard while you're away two weeks with bad cell service. **See the whole bridge live: 15 July, 7:00pm NZT.**