THE CONSTRAINT INVENTORY

Look at the role you circled from assignment 1.2 Three Eyes Of The Business Owner

Does the person in that role command the rate you said you want to make in your market?

☐ Yes	☐ No	☐ Not Sure

If the answer is no or not sure, one of two things needs to change.

- ☐ The role I committed to needs a second look
- ☐ The number I wrote down needs a second look

The Constraint Is Internal

In every process there is one step that determines the speed of everything else. For many founder-led businesses that step is the founder. Before we look at what you are spending time on we need to ask the honest question.

What is it in you that is holding your business back?

Not your market. Not your team. Not your timing.

What in you is the bottleneck?

- ☐ I am doing work that does not require me
- ☐ I am holding onto work I have not built a process around
- ☐ I am not spending enough time in the role I committed to lead from
- ☐ I am the only one who knows how to do too many things
- ☐ I have not given anyone else the chance to do what I do
- ☐ I say yes to too many things that pull me away from my role
- ☐ I do not have the right people in place to take work off my plate
- ☐ I have avoided building the systems that would free me up

Do you have something more specific in mind?

Write in:_____

_____

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Where Is Your Time Actually Going

Check everything you are currently spending time on. Add anything that is missing. This is your inventory. The more honest it is the more useful what comes next will be.

TACTICIAN ACTIVITIES		
☐ Client delivery	☐ Data entry	☐ Handling returns
☐ Production work	☐ Social media posting	☐ Driving deliveries
☐ Customer service	☐ Packing and shipping	☐ Setting up equipment
☐ Answering emails	☐ Running the register	☐ Breaking down equipment
☐ Scheduling appointments	☐ Serving customers	☐ Maintaining tools and machinery
☐ Invoicing	☐ Cleaning	☐ Opening and closing the business
☐ Bookkeeping	☐ Cooking	☐ Handling complaints
☐ Ordering supplies	☐ Creating the product	☐ Training on the job in the moment
☐ Quality control	☐ Service calls	☐ Covering shifts

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☐ Fixing mistakes	☐ Client calls	☐ Responding to reviews
☐ Covering for staff	☐ Taking orders	☐ Processing payments
☐ Admin work	☐ Stocking shelves	☐ Managing inventory day to day
Write in:		
Write in:		
Write in:		
Write in:		
Write in:		

MANAGER ACTIVITIES			
☐ Hiring	☐ Onboarding	☐ Staff scheduling	☐ Reporting
☐ Process creation	☐ Meeting facilitation	☐ Reviewing financials	☐ Project management
☐ Tracking key	☐ Compliance	☐ Managing	☐ Maintaining

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metrics	and regulatory requirements	insurance and licenses	employee records
☐ Performance reviews	☐ Inventory planning	☐ Payroll processing	☐ Health and safety oversight
☐ Vendor management	☐ Managing software and tools	☐ Handling disputes between staff	☐ Monitoring quality standards
☐ Budget tracking	☐ Employee relations	☐ Setting team goals	☐ Writing policies and procedures
Write in:			
Write in:			
Write in:			
Write in:			
Write in:			

ENTREPRENEUR ACTIVITIES			
☐ Pricing strategy	☐ Market research	☐ Long term planning	☐ Competitive analysis

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☐ Developing new revenue streams	☐ New product or service development	☐ Building strategic partnerships	☐ Building new systems that scale
☐ Brand positioning	☐ Identifying new markets	☐ Networking with purpose	☐ Pitching new business
☐ Exploring acquisitions or expansion	☐ Investing in team capability	☐ Building the culture intentionally	☐ Experimenting with new channels
☐ Finding and developing key hires who extend the business		☐ Removing yourself as the bottleneck	
Write in:			
Write in:			
Write in:			
Write in:			
Write in:			

You now have an honest inventory of where your time is going. In the next assignment you will filter it against what your time is actually worth and identify what does not belong on your plate.

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