



Audit your setup

Admin eats coaching time quietly. A page of tick boxes makes it visible. Tick a box only if it is true today, not if it is true on a good week.

Apply it. Tick what is true:

- ☐ **Programs.** Each athlete's block lives in one place, not one file per athlete.
- ☐ **Programs.** A new block starts from a template or a copied week, never a blank sheet.
- ☐ **Delivery.** Your athlete opens one thing on their phone to see today's session.
- ☐ **Delivery.** You can see programmed versus completed without asking.
- ☐ **Check-ins.** Same questions, same day each week, sent without you remembering.
- ☐ **Check-ins.** Answers and training data are read together, not across chats.
- ☐ **Payments.** Clients pay on a schedule without you sending reminders.
- ☐ **Payments.** You can say who has paid this month in under a minute.

- ☐ **Messaging.** Athlete messages live in one place, not three apps.
- ☐ **Messaging.** Lift videos and voice notes sit with the athlete's training, not in a thread.
- ☐ **Business.** A new athlete is set up in under 30 minutes.
- ☐ **Business.** You know how many athletes you can coach well and what would raise that number.

Count the ticks. This reading is my coaching judgement, not data and not a benchmark. **10 to 12:** your setup is tidy, look at the one box you missed. **7 to 9:** you have one or two leaks, and Part 2 will find them. **6 or fewer:** admin is probably eating coaching time, and Part 2 is where to start.

Illustrative example, not a coach. A made-up setup scores 5 of 12: programs one tick, delivery none, check-ins none, payments two, messaging none, business two. The empty areas are where the week goes.

In the workbook: Exercise 1, The one-page audit.

NEXT IN THIS PACK

Part 2. Pick one workflow to move first