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Solopreneur Operating System

Reclaim 10+ hours per week & scale without staff

EXECUTIVE SUMMARY

Most solopreneurs don't need employees — they need systems.

This guide helps solo founders replace chaos with clarity by implementing lean automations and operating rhythms that create capacity, consistency, and calm.

1. THE SOLOPRENEUR PROBLEM

You're doing the work of three people.

But your brain and your time haven't multiplied.

Common Symptoms:

- Constant task switching
- Inbox Overwhelm
- Missed follow-ups = missed revenue
- Feast-famine delivery cycles
- · Burnout creeping in

Truth: Scaling solo is possible — if you build systems, not stress.

Category	- 1	2	3	4	5
Lead capture consistency					
Follow-up → booked calls					
Client delivery repeatability					
Admin efficiency					
Content cadence					

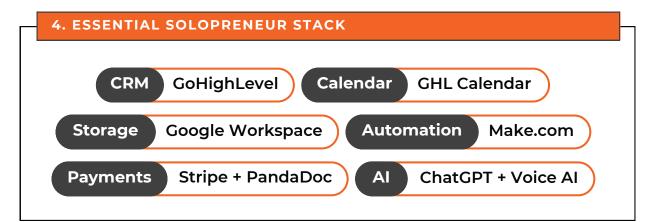


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3. SOLOPRENEUR BOTTLENECK SCORECARD				
Lever	Meaning	Example		
Eliminate	Remove what doesn't move the needle	Irrelevant admin		
Automate	Replace manual effort w/ systems	Missed-call SMS		
Systemise	SOPs so tasks happen consistently	Client handoff checklist		
Delegate	Human support last	Outsource content editing		



5. 7 AUTOMATIONS EVERY SOLO BUSINESS NEEDS Workflow **Benefit** Missed call → instant SMS Never lose a lead Warm leads automatically Lead capture → nurture Proposal → invoice → reminders Zero awkward payment chasing Save 5-10 emails per appointment Calendar booking Seamless delivery Client onboarding sequence Content batching → auto-publish Consistent brand Review & referral workflow Word-of-mouth engine



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6. PLUG-AND-PLAY SCRIPTS

Missed Call SMS

Hey {name}, thanks for calling — missed you! Here's my calendar to grab a quick spot: {link}

Invoice Reminder

Hi {name} — friendly reminder your invoice is due. Let me know if you need anything to finalise.

7. 30-DAY SOLO SYSTEM PLAN

Week 1 Inbox rules, calendar booking, CRM basics

Week 2 Missed-call SMS, nurture, invoice flows

Week 3 Content batching + repurposing system

Week 4 Al assistant for admin + delivery

Ready to reclaim 10+ hours/week?

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Book your FREE Workflow Audit!

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