

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.

2. SOLOPRENEUR BOTTLENECK SCORECARD

Rate each 1-5 (1 = weak, 5 = strong)

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

Total Score Guide

23+ = Systems Operator

<18 = Chaos Operator

18-22 = Hustle Operator

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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

Hire after systems, not before.

4. ESSENTIAL SOLOPRENEUR STACK

CRM GoHighLevel

Calendar GHL Calendar

Storage Google Workspace

Automation Make.com

Payments Stripe + PandaDoc

AI ChatGPT + Voice AI

5. 7 AUTOMATIONS EVERY SOLO BUSINESS NEEDS

Workflow	Benefit
Missed call → instant SMS	Never lose a lead
Lead capture → nurture	Warm leads automatically
Proposal → invoice → reminders	Zero awkward payment chasing
Calendar booking	Save 5-10 emails per appointment
Client onboarding sequence	Seamless delivery
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 AI assistant for admin + delivery

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