

30-Day Implementation Roadmap

Turn 'Someday' Into 'This Week'

WORKSHOP

Reclaim Your Workweek Workshop

EVENT

Founded in FoCo 2026

PRESENTED BY

by Reuben 'Reu' Smith | Local Nerds

How to Use This Roadmap

This is not a suggestion list. It's a sprint plan with decision gates, contingencies, and measurable checkpoints. Follow it day-by-day. Each week builds on the last.

What This Roadmap Does:

- Eliminates decision paralysis with a simple quiz (Week 0) to pick your first win
- Gives you exact steps, AI prompts, and expected outcomes for Days 1-30
- Builds momentum through 4 compounding sprints: Quick Win → Build → Connect → Scale
- Includes decision gates: Did you hit targets? If no, diagnose & fix before moving on
- Provides contingency plans if you get stuck (and you might, that's normal)

Timeline Expectations:

- **Week 0 (Day 1):** 45 minutes to identify your first win
- **Week 1 (Days 2-7):** 2 hours setup + 30 min/day using the process
- **Week 2 (Days 8-14):** 1 hour setup + 30 min/day maintaining two processes
- **Week 3 (Days 15-21):** 2 hours for delegation setup + 20 min/day checking in
- **Week 4 (Days 22-30):** 15 min/day maintaining + 2 hours measuring and planning scale

Track everything. If it's not measured, it didn't happen.

First Win Selector Quiz

Most business owners freeze because the options are infinite. This quiz narrows it down to ONE process you'll actually fix. Answer each question, then use your highest-scoring answer as your focus.

The Four Questions:

1. Which task steals the most hours per week? (Count in 1-hour blocks)
2. Which task frustrates your team the most? (Track complaints from the last month)
3. Which mistake costs the most money or client trust? (One wrong step = revenue loss?)
4. Which task happens the same way every single time? (Repetition = automation ready)

How to Score Your Answer:

YOUR SCORING GUIDE

Question	1 Point	2 Points	3 Points
1 (Time)	1-2 hrs/week	3-5 hrs/week	5+ hrs/week
2 (Frustration)	Heard once	Monthly complaint	Weekly complaint
3 (Cost)	Minor error	Client upset	Lost revenue
4 (Repetition)	Sometimes varies	Usually same	Never changes

TOTAL: 8-12 points = Perfect quick win. Start here.

Once You've Picked Your Process:

YOUR FIRST WIN

Write it down: _____

Identify the person who does it most: _____

Write the outcome it should create: _____

The process you picked is worth 5-10 hours/week minimum. You're not being ambitious, you're being practical. Move to Week 1 now.

Quick Win Sprint

Timeline: 2 hours setup + 30 min/day using

Your goal this week: Automate or simplify the process you picked in Week 0. By Friday, you should have a working system that saves time on the first day of use.

Days 2-3: Map & Tool Selection (1 hour)

1. Write down the exact steps of your process in order.
2. Circle the 3 steps that waste the most time or cause the most errors.
3. Pick ONE tool from the checklist below to handle those steps.

TOOL PICKER: MATCH YOUR PROCESS TYPE

Process Type	Recommended Tool
Data entry into a form or system?	Zapier or Make
Copy/paste between apps?	Zapier or Make
Sending templated emails/messages?	Claude (via API) or n8n
Sorting/filtering/reporting data?	Claude (analysis) or Airtable
Schedule tasks or wait for triggers?	Zapier or Make

4. Set up a 15-minute test run of your chosen tool.
5. If tool setup breaks, use the diagnostic below. If still broken by end of today, pivot to next tool.

TOOL SETUP DIAGNOSTICS

Problem	Fix
"It's too complicated"	Watch a 2-min setup video
"It won't connect to our app"	Check if officially supported
"It's slow / timing out"	Reduce test batch to 1 item
"It costs too much"	Free tier usually covers 100+ tasks/month

If still stuck, use the Contingency Plans (end of this roadmap).

6. Live test with 10 real items from your actual process. Track: How long did it take? How many errors?
7. Deploy at 50% scale on Friday.

What Good Looks Like at End of Week 1:

- New process works without manual fixes
- Time savings visible on Day 1 (even if just 30 min)
- Zero errors in the live test
- Team member(s) trained and using it
- You know exactly how much time you saved

Decision Gate: Week 1 Checkpoint

Did you hit the above criteria?

- **YES** → Celebrate & move to Week 2
- **PARTIAL** → You're 80%. This is enough. Move to Week 2 and refine there.
- **NO** → Diagnose below. Do not move to Week 2 until this is working.

If Week 1 Stalled: Quick Diagnostics

WEEK 1 DIAGNOSTICS

Issue	Fix	Time
A) Bad tool choice	Pick a different tool, do 15-min test, assess again	30 min total
B) Process too complex	Simplify it first. Remove 1-2 steps, then automate.	1 hour
C) Team not using it	Run a 10-min group demo + send a 2-min video.	30 min
D) Setup takes longer than expected	That's normal. Set timer for 1 more hour. If still stuck, use contingency plan.	1 hour

Most teams get Week 1 right on the 2nd attempt. You're not behind. You're learning.

Build Momentum

Timeline: 1 hour setup + 30 min/day using

Success this week means: Keep Week 1 process running + automate a 2nd process + spot first moment Week 1 might derail (and prevent it).

Your Mission:

1. Pick a 2nd process from your top-3 list. Go through the same Week 1 flow.
2. Keep Week 1 running in parallel. If it's working on autopilot, great. If breaking, fix SAME DAY.
3. Watch for momentum killers on Days 9-12.

COMMON DERAILERS & PREVENTION

Momentum Killer	Prevention
Tool acts "weird" after a few days	Check app notifications, reset connection
One team member ignores the new process	Call it out, re-train, or reassign
Client data enters the system wrong	Add a validation step or template
You forgot why you were doing this	Re-read the time-saved metric. It's proof.
Setup for Process 2 is taking longer than Process 1	You're faster now. Don't overthink it.

What Good Looks Like at End of Week 2:

- Week 1 process still running + logged time saved
- Week 2 process mapped, set up, and live at 50% scale
- Combined processes now save 5-10+ hours/week
- Zero emergency firefights to keep things running
- Team knows both processes and runs them without prompting

Decision Gate: Week 2 Checkpoint

- **Week 1 + 2 both working** → Move to Week 3
- **One process stalled** → Pause Week 2 setup, fix Week 1, restart Week 2 on Day 12
- **Both processes failing** → See Contingency Plan

If you're here, you've already proven you can automate. This is huge. The rest is just more of the same, at scale.

System Thinking

Timeline: 2 hours delegation setup + 20 min/day checking

This week you stop being the operator and start being the architect.

Step 1: Map the Handoff (1 hour | Day 15)

Where does Process 1 end and Process 2 begin?

→ Process 1 output →

→ Process 2 input →

1. Does an automated email from Process 1 trigger data entry in Process 2?
2. Does a report from Process 2 feed back into Process 1?
3. Do both processes feed into a single dashboard or CRM?

If YES to any, build a connecting automation. (Usually 30 min in Zapier or Make.)

Step 2: Delegation Framework (1 hour | Days 16-17)

THE 4-STEP DELEGATION FLOW

1. **Task Assignment:** Who owns Process 1? Who owns Process 2?
2. **Monitoring:** How will you know if either is breaking?
3. **Escalation:** When do they tell you?
4. **Maintenance:** Who fixes it if it breaks?

Fill in Your Delegation Assignments:

Process	Owner	Monitor (How?)	Fix If Broken
_____	_____	_____	_____
_____	_____	_____	_____

Step 3: Team Training Session (1 hour | Day 18)

- Show full flow: How does work enter → get processed → exit?
- Teach the decision point: "If [X breaks], do [Y]."
- Walk through ONE full transaction together. Then let them do one solo.

Step 4: Live Handoff Trial (Days 19-21)

- Let your team run both processes end-to-end for 3 days.
- You observe ONLY. No jumping in unless something breaks.
- Track: Did they follow the process? Did they know when to escalate?

What Good Looks Like at End of Week 3:

- Both processes are connected or clearly run in sequence
- Team members are trained and own their process
- You ran a 3-day observational test with minimal issues
- You know who to call if something breaks
- Time saved is now 10-15+ hours/week

Decision Gate: Week 3 Checkpoint

- **Team is operating independently** → Move to Week 4
- **Team still needs babysitting** → Add 1 more week of training before scaling
- **Process is breaking under team use** → Fix the process, not the person. Redesign.

If your team can run this without you, you've built a system. Hire someone, work on sales, or go build another system.

Measure & Scale

Timeline: 15 min/day maintaining + 2 hours measuring

Step 1: Measure the Win (1 hour | Day 22-23)

THE METRICS THAT MATTER

Metric	How to Measure
Hours Saved	(Old time per week) - (New time per week)
Errors Reduced	Count wrong outputs BEFORE vs AFTER
Quality Improvement	Ask the person who uses output. Better? Faster? Cleaner?
Handoff Efficiency	Did Process 2 wait for Process 1 before? Not anymore?
Team Mood	Did complaints go down?

Your Measurement Template:

Metric	Before (Week 1)	After (Week 4)	Savings
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Step 2: Calculate ROI (1 hour | Day 24-25)

SIMPLE ROI FORMULA

Annual Hours Saved = Weekly Hours Saved x 52

Annual \$ Value = (Annual Hours Saved) x (\$ per hour for your team)

Tool Cost = (Monthly cost) x 12

Net Benefit = Annual \$ Value - Tool Cost

Example:

8 hrs/week x 52 = 416 hrs/year

416 hrs x \$50/hr = \$20,800 value | Zapier @ \$50/mo = \$600 cost

Net Benefit = \$20,800 - \$600 = \$20,200 ROI year 1

YOUR ROI CALCULATION

Weekly hours saved: _____ x 52 = _____ hrs/year

_____ hrs x \$_____ /hr = \$_____ annual value

Tool cost: \$_____ /mo x 12 = \$_____ annual cost

Net Benefit: \$_____ - \$_____ = \$_____ ROI year 1

Step 3: Choose Your Scaling Path (1 hour | Day 26-27)

SCALING OPTIONS

Path A: Roll Out to 3 More Processes (3-6 weeks, +15-20 hrs/week)

Path B: Train Another Team Member (6-8 weeks, +5-10 hrs/week per person)

Path C: Build a Business Case for Hiring (2-4 weeks)

Step 4: 30-Day Momentum Check (Days 28-30)

- Week 1 process: Still running?
- Week 2 process: Same questions.
- Team sentiment: Do they believe in automation now?
- Your next move: Scheduled and in calendar?

If you've made it here, you're no longer "thinking about" automation. You're living it.

Contingency Plans

1. "WEEK 1 SETUP IS TAKING TOO LONG"

Diagnose: Are you overthinking? Is the tool wrong? Is the process too complex?

Fix: Simplify the process first. Pick an easier tool. Set a 1-hour timer and ship what you have.

2. "TEAM IS NOT USING THE AUTOMATED PROCESS"

Diagnose: Did they get trained? Is the old way easier? Do they understand why?

Fix: Run a 10-min demo. Make the new way the ONLY way. Remove access to old process.

3. "THE AUTOMATION BROKE MID-WEEK"

Diagnose: Did the app update? Did data format change? Did someone change a setting?

Fix: Check error logs. Re-test with 1 item. Fix and re-deploy same day.

4. "I'M ONLY SAVING 2 HOURS/WEEK, NOT 5"

Diagnose: Is the process partially manual? Are you still doing steps the tool should handle?

Fix: Identify the remaining manual steps. Automate or eliminate them.

5. "HALFWAY THROUGH WEEK 2, I WANT TO QUIT"

Diagnose: You're in the messy middle. This is normal.

Fix: Look at your Week 1 metrics. You already proved it works. Keep going.

Every team that has gone through this felt stuck at some point. The ones who didn't quit are now running their business on autopilot.

AT A GLANCE

30-Day Time Commitment Breakdown

Week	Setup Time	Daily Upkeep	Total/Week	What You Get
Week 0	45 min	N/A	45 min	Your first win identified
Week 1	2 hours	30 min/day	4.5 hours	First process automated
Week 2	1 hour	30 min/day	3.5 hours	Second process running
Week 3	2 hours	20 min/day	3.7 hours	Team owns the systems
Week 4	2 hours	15 min/day	4 hours	ROI measured, scale planned

Total Time Investment: 16.5 hours over 30 days

You spend 16.5 hours to save 15 hours EVERY WEEK. Payback happens in 2 weeks.

YOUR NEXT MOVE

30-DAY ROADMAP ACTION PLAN

Day 1 Commitments:

Process I will fix first: _____

Person who does it most: _____

Outcome it should create: _____

Tool I will try first: _____

Sign Your Name Below. You're Committed.

Signature: _____ Date: _____

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