

002 – Quick Wins (10–30 Minutes)

Fast, practical tools you can implement today to improve cashflow, sales and control.

How to use this folder: pick ONE quick win, implement it within 30 minutes, then repeat next week. If you need deeper support, move to the matching Toolkit once it's available.

Start with these 6 quick wins

Quick win	Outcome	Time
Debtor Chase Scripts	Get paid faster without burning relationships	10–15 min
Lead Follow-Up Call + Email Scripts	Turn more inquiries into booked work	15–20 min
Price Rise Email Template	Lift margins without awkwardness	10–15 min
10-Minute Expense Trim Checklist	Stop cash leaking in 30 days	10–20 min
Weekly Sales Activity Planner	Create consistency in the pipeline	15–30 min
Customer Review Request Script Pack	Generate more Google reviews + referrals	10–15 min

My chosen quick win for today

Date	Quick win chosen	Completed? (Y/N)	Result / note