YOUR 5-MINUTE T.I.M.E. METHOD™ AUDIT

Find out what's draining your time —and where to start freeing it up today.

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HEY THERE, I'M JANEL!

As a Virtual Assistant specializing in operations management, systems setup, and tech support, I help solopreneurs delegate smarter, streamline their backend operations, and create the space they need to scale sustainably.

Through my signature 4-step T.I.M.E. Method™, I guide business owners in reclaiming their time, reducing overwhelm, and building a business that truly supports their growth and goals.

I believe that when you create space in your business, you also create space for greater impact, freedom, and joy.

Wishing you clarity, confidence, and ease as you take this first step toward creating more space and growth in your business.

Janel Mladenovic
Business Operations & Tech VA

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WELCOME!

Congratulations on taking the first step toward creating more time, clarity, and breathing room in your business.

In just a few minutes, you'll have a clearer picture of what's holding you back—and where you can start delegating, systemizing, and scaling smarter.

Instructions:

- Set a timer for 5 minutes.
- Answer each prompt below honestly—no overthinking!
- Choose one small action to take immediately after you finish.

STEP 1: TRIAGE THE TASKS

List 3 tasks you're currently doing that could be delegated, automated, or dropped. (Examples: responding to basic client emails, formatting social media posts, scheduling meetings manually)

1:

2:

3:

ACTION ITEM:
Highlight 1 task you'll commit to letting go of first.

Notes

STEP 2: IMPLEMENT BETTER SYSTEMS

Identify 2 tools you already use—or could use better—to save time. (Examples: using Dubsado for client onboarding instead of manual email chains, setting Gmail filters to auto-organize incoming mail)

1:

2:

ACTION ITEM:
Choose 1 small improvement you can set up or optimize this week.

Notes

STEP 3: MANAGE WITH SUPPORT

Write down 2 tasks you could hand off to a VA or automate. (Examples: weekly newsletter scheduling, appointment confirmations)

1:

2:

ACTION ITEM:
Check which one drains you the most? Prioritize delegating it!

Notes

STEP 4: EXPAND WITH EASE

If you free up 5–10 extra hours per month, what would you focus on?
(Examples: launching a new offer, spending more time with clients, finally taking a real vacation)

1:

ACTION ITEM:
Write down 1 exciting goal you'd love to refocus on.

Notes

YOUR NEXT STEP

Small changes add up to big results.

You don't have to keep doing it all alone—and you don't have to wait to reclaim your time.

If you're ready for expert support setting up systems, automating key processes, and delegating smarter, I'd love to help.

BOOK YOUR FREE DISCOVERY CALL

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DISCLAIMER

This **5-Minute T.I.M.E. Method™ Audit** is intended as a self-guided tool to help you identify areas for improvement in your business operations.

It is designed for educational and informational purposes only and does not constitute professional advice or guarantee specific results.

Every business is unique, and outcomes will vary based on individual circumstances, actions taken, and additional factors beyond the scope of this audit.

For personalized support and strategy tailored to your business, please **consider booking a complimentary Discovery Call**.

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