SAVE: The Worksheet

COMPLETED EXAMPLE / LANDSCAPING

One workflow. One decision. One measurable next step.

E EXIT / OPEN
Asked first, cheaply

S Subtract → **A** Automate → **V** Vest → **E** Exit / close

Then back to the opening question. Frozen work returns only on a trigger.

THE WORKFLOW, CLIENT, OR COMMITMENT I AM REVIEWING:
Routine materials purchasing and receipts

WHO BENEFITS FROM IT?
Crew leads, the admin, and the owner

SIZING RULE: minutes × times/week × people × 52 ÷ 60 = potential hours/year.

E / EXIT (OPEN): THE OPPORTUNITY-COST SCREEN

Would we build this again? What could freed capacity make possible?
No. Approval for each small purchase slows crews.

Who relies on it? What would actually break if it stopped?
Keep budget controls and job costs; remove routine checks.

OPENING SCREEN: ☑ Worth improving ☐ Possible removal candidate

This is only a screen. Do not remove anything until you have assessed the work below.

S SUBTRACT / REMOVE UNNECESSARY WORK

Which steps could stop entirely without losing value?

I would: *Stop the duplicate weekly purchasing summary.* Est. hrs/year: *13.0*

A AUTOMATE / DESIGN IT ONCE

Which predictable step requires no human judgment?

I would: *Sync 3 weekly receipts straight into the job log.* Est. hrs/year: *26.0*

V VEST / TRANSFER OWNERSHIP

Which outcome could a teammate or vendor own with clear rules?

I would: *Let leads approve routine supplies up to $150.* Est. hrs/year: *52.0*

Math: S 15m x 1/wk; A 10m x 3/wk; V 4m x 15/wk; all x 52 weeks.

SAVE: Decide and Act

COMPLETED EXAMPLE / LANDSCAPING

Finish the cycle, assign one change, then verify what happened.

WORKFLOW: *Routine materials purchasing and receipts*

TOTAL POTENTIAL HOURS / YEAR *91.0* Only add non-overlapping time.

An estimate is an opportunity, not a verified result.

E / EXIT (CLOSE): THE DECISION GATE

Make this decision with evidence, not just the opening instinct.

EXIT THE WORK

Keep the activity running, but stop investing more improvement effort. Good enough is a decision.

Re-enter only if this trigger occurs:

Not applicable; improvement in progress.

EXIT THE THING

Remove the work, tool, client, or commitment entirely, including its upkeep and maintenance.

What will be removed, and by when?

Not applicable; keep purchasing.

MY DECISION: ☑ Continue improving ☐ Freeze ☐ Remove

IMPLEMENT ONE CHANGE

My first action: *Pilot crew-lead approvals for routine supplies up to $150.*

Owner / person responsible: *Owner + crew leads* By: *10/19/26*

What must be true before I make the change?

Written limit, receipt records, and escalation above $150.

VERIFY THE RECOVERY

Baseline: how often does this happen now? *15 x 4 min/week*

After the change: count or time it again. *Target: 1 x 4m/wk*

Hours actually returned per week (if verified): *Pending retest*

WHERE WILL THE RECOVERED TIME GO?

☐ REINVEST in more leverage ☑ LIVE: use it for what matters

Time absorbed by the same old week is not time returned.