

O P E R A T O R G U I D E

Why Your Business Stalls When You Take a Week Off

If the business slows down when you are not there, the work still runs through you. This guide names the places it usually breaks and what to build so it keeps moving.

01 Where it usually stalls

- ☐ Decisions that only you can make.
- ☐ Processes that live in your head.
- ☐ Exceptions that only you know how to fix.
- ☐ Status updates the team waits for you to give.
- ☐ Customers or vendors who only call you.

02 What still has to go through you

Direction, pricing, key hires, and the final call on risk should stay with the owner. Everything else can be built so it runs without you. The goal is not to remove yourself. It is to remove yourself from the work that does not need you.

03 What to build first

- ☐ The process you explain more than once.
- ☐ The decision that stops the work when you are gone.
- ☐ The exception that only you can handle.
- ☐ The update the team waits for.

If the business stalls when you take a week off, the systems are not finished.

04 What to do next

Write down the one thing that stops when you are not available. That is the starting point. Build the process. Name the owner. Then test it by stepping out for a day.