

Paige.

# The PlayBook

MEMBERSHIP

BUSINESS | MODULE FIVE

*Tools & Systems to Scale*

SCHEDULING TOOLS

PROJECT MANAGEMENT TOOLS

PAYMENT TOOLS

WEBSITE / STANSTORE

CEO TIME-BLOCKING / STRUCTURING YOUR DAY

# Scheduling Tools

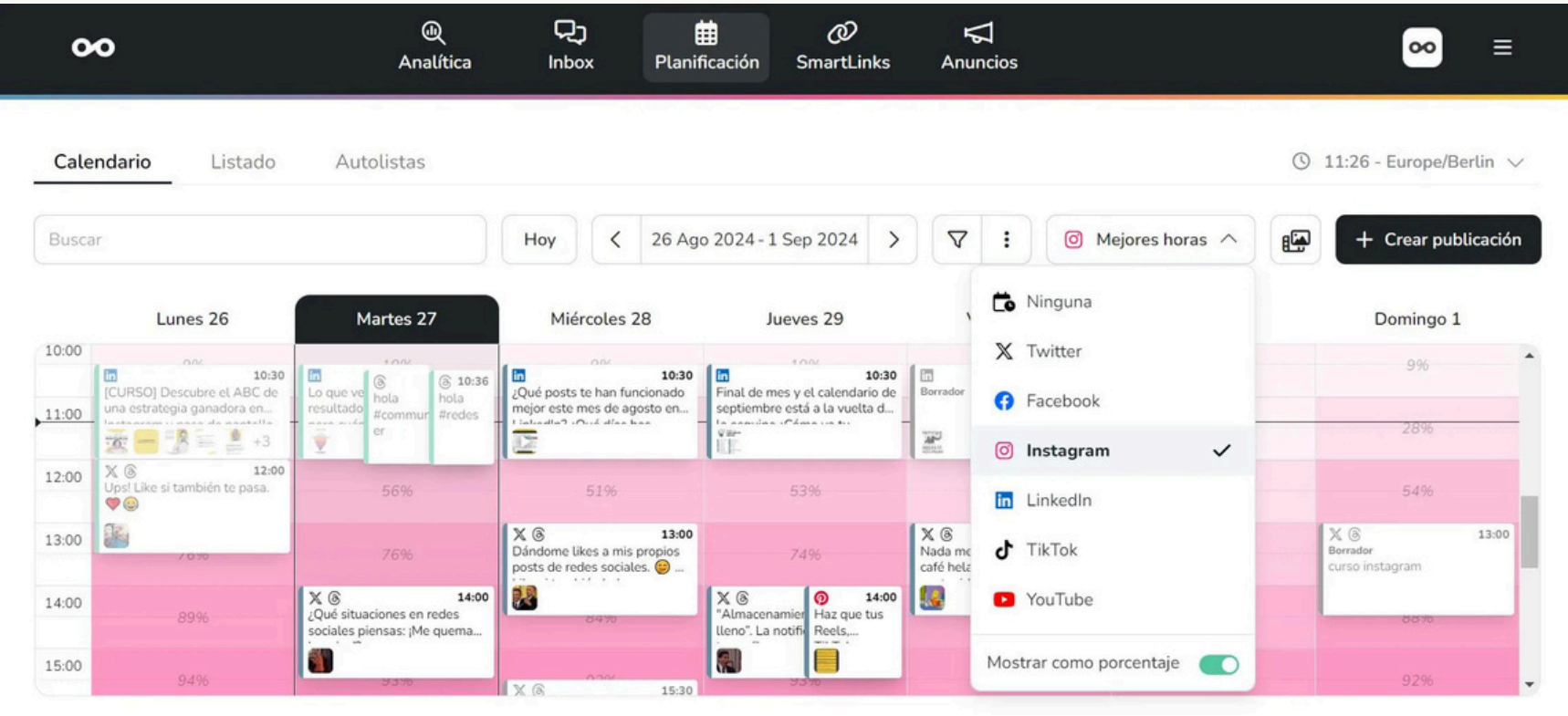
WHAT I RECOMMEND

# METRICOOOL

Best for: All-in-one scheduling + analytics

## Core features

- Drag-and-drop content calendar
- Bulk scheduling (multiple platforms)
- Best-time-to-post recommendations
- Competitor tracking + analytics dashboards
- Free tier with limits



Free

\$0/month

Start now

Manage 1 brand

Manage all your brands' social networks (except LinkedIn and Twitter)

Schedule up to 20 posts per month

Analyze 5 competitor profiles

Access 30 days of analytics

AI social media assistant

Starter

From \$22/month

Sign up now

Includes everything in the FREE plan, plus:

Manage up to 10 brands

Unlimited content publishing\*

Analyze up to 100 competitors

Access to Twitter/X add-on\*\*

LinkedIn connection

PDF and PPT reports

Multiple link-in-bio

Analytics with unlimited history

Google Drive and Canva integration

Up to 5 brands for \$22/month

Up to 10 brands for \$38/month

Advanced

From \$54/month

Sign up now

Includes everything in FREE and STARTER plans, plus:

Manage up to 50 brands

Team and client management

Role management

Post approval system

Full Twitter/X analytics\*\*

Customizable report templates

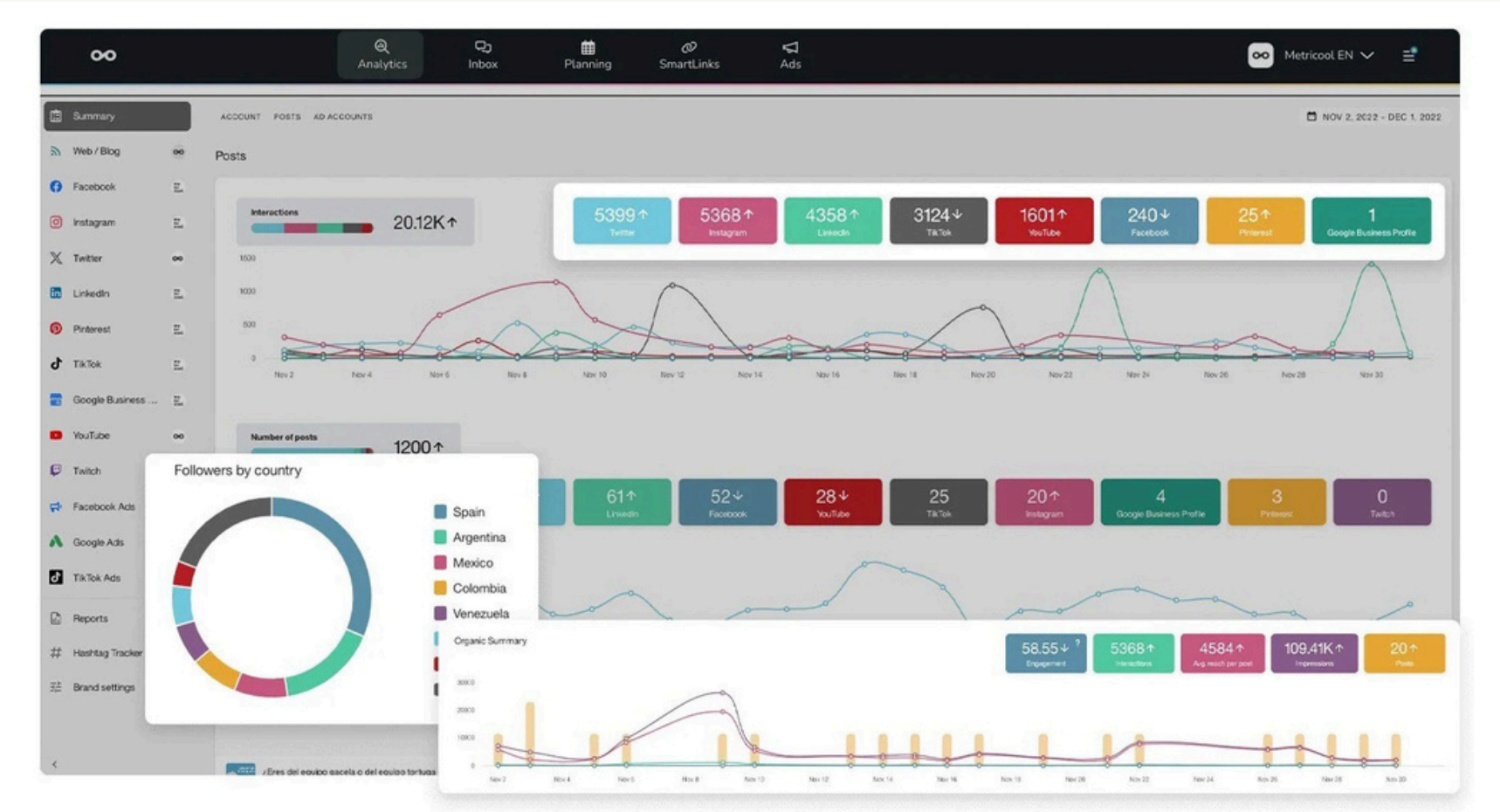
Looker Studio connector

Metricool API (Zapier, Make, and MCP)

Up to 15 brands for \$54/month

Up to 25 brands for \$88/month

Manage up to 50 brands for \$172/month



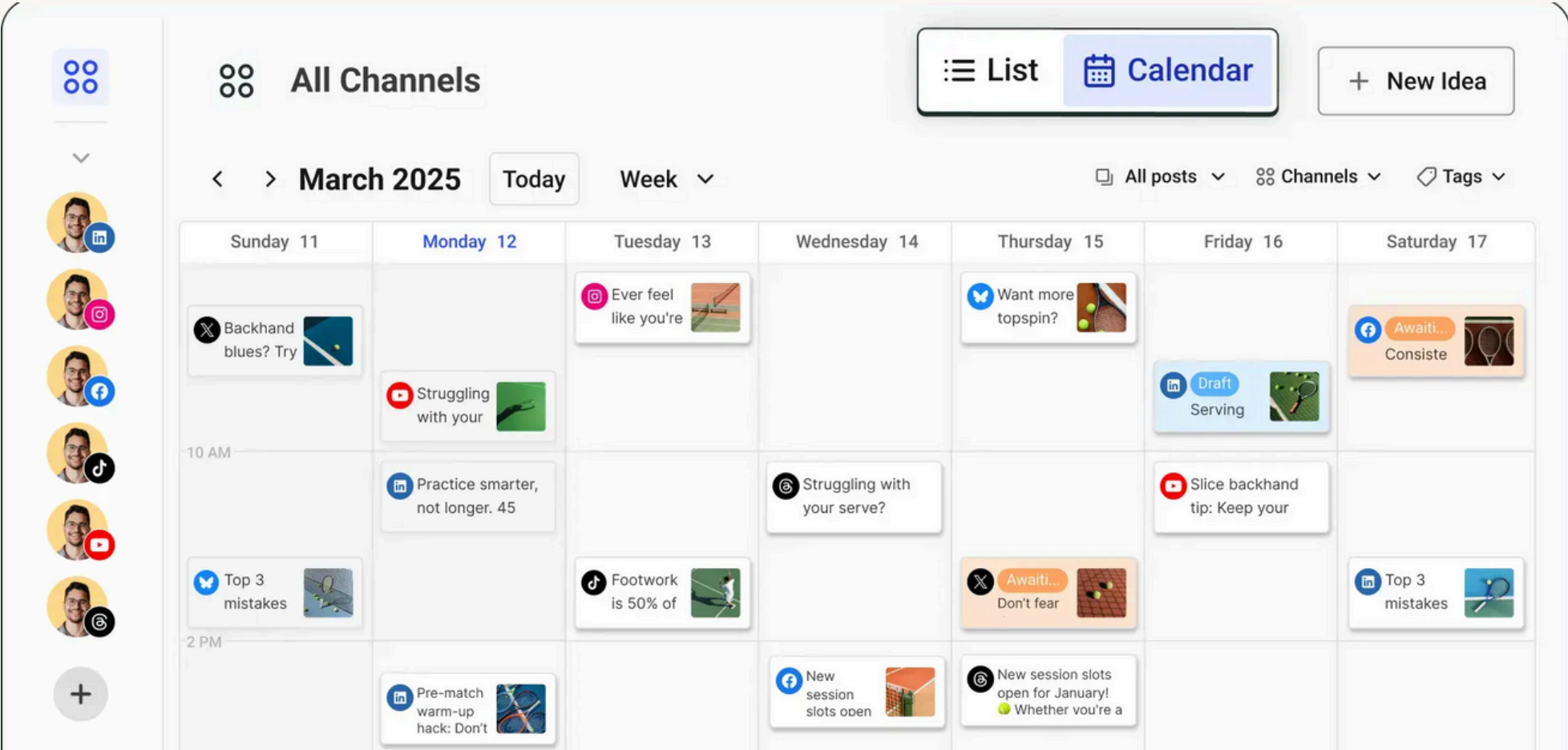


# BUFFER

Best for: Simple, clean scheduler for small teams

## Core features

- Easy scheduling across meta platforms
- Saved captions & posting queues
- Analytics & performance insights
- ReQueue (automatically fills gaps with top content)
- Free plan (up to 3 channels)



Free	Recommended Essentials	Team
<div>Freeforever</div> <div>Connect up to 3 channels</div> <div>Let's go →</div>	<div>\$5/month</div> <div>1 channel · \$60 billed yearly (save 2 months)</div> <div>Start 14-day free trial →</div>	<div>\$10/month</div> <div>1 channel · \$120 billed yearly (save 2 months)</div> <div>Start 14-day free trial →</div>
<div>What's included</div> <div><ul style="list-style-type: none"><li>• 10 scheduled posts per channel - refill anytime</li><li>• 100 ideas</li><li>• 1 user account</li><li>• AI Assistant</li><li>• Basic analytics</li><li>• Community inbox</li><li>• World-class customer support</li></ul></div>	<div>What's included</div> <div><ul style="list-style-type: none"><li>• Unlimited scheduled posts per channel</li><li>• Unlimited ideas</li><li>• 1 user account</li><li>• AI Assistant</li><li>• Advanced analytics</li><li>• Community inbox</li><li>• Hashtag manager</li><li>• First comment scheduling</li><li>• World-class customer support</li></ul></div>	<div>What's included</div> <div><ul style="list-style-type: none"><li>• Unlimited scheduled posts per channel</li><li>• Unlimited ideas</li><li>• Unlimited user accounts</li><li>• AI Assistant</li><li>• Advanced analytics</li><li>• Community inbox</li><li>• Hashtag manager</li><li>• First comment scheduling</li><li>• Access levels</li><li>• Content approval workflows</li><li>• World-class customer support</li></ul></div>

### Best for: Visual planning & grid previews


- Visual IG grid planner
- Schedule to IG, TikTok, YouTube, LinkedIn, Pinterest
- Media library + saved captions
- Analytics insights

Starter

For casual scheduling







\$18.75

USD/month\*

Billed yearly  3 months free | 25% off

Start 14-Day Free Trial

1 Social Set (8 profiles total)

(1 of each      

1 user

✓ Schedule up to 30 posts per profile

✓ AI content tools (5 AI credits /month)

✓ Platform analytics (Up to 3 months)

✓ Link in Bio

✓ Basic customer support

✕ Extra Social Sets, users and AI credits not available


Growth

Most popular

Smart scheduling, streamlined collaboration, and faster approvals that lift outcomes







\$37.50

USD/month\*

Billed yearly  3 months free | 25% off

Start 14-Day Free Trial

2 Social Sets (16 profiles total)

(2 of each      

2 users

Everything in Starter plus:

➤ Smart Scheduling with Future Trends

New

➤ Internal collaboration and approvals

➤ External workflow and approvals

✓ Social inbox

✓ Schedule up to 180 posts per profile

✓ AI content tools (50 AI credits /month)

✓ Platform analytics (up to 1 year)

✓ UGC collection

✓ Custom roles and permissions

Extra Social Sets (\$11.25 USD/month each)

Extra users (\$3.75 USD/month each)


Extra AI credits (\$3.75 USD/month for 100 credits per month)

Scale

For Enterprise-level analytics — without the enterprise contract







\$82.50

USD/month\*

Billed yearly  3 months free | 25% off

Start 14-Day Free Trial

6 Social Sets (48 profiles total)

(6 of each      

4 users

Everything in Growth plus:

➤ Custom analytics

➤ Competitive benchmarking

➤ Future industry insights

✓ Unlimited posts

✓ AI content tools (100 AI credits /month)

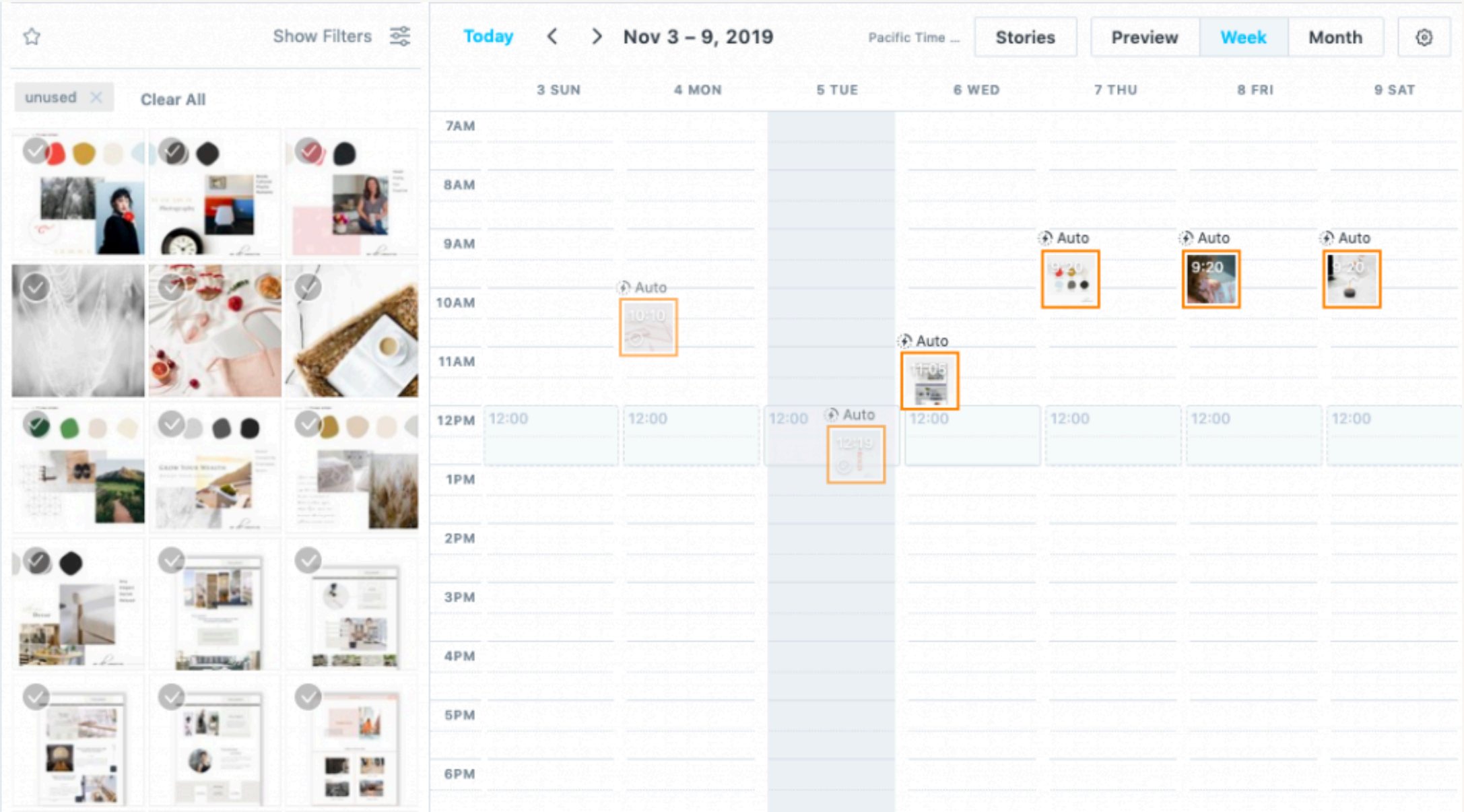
✓ Platform analytics (up to 2 years)

✓ Priority support

Extra Social Sets (\$11.25 USD/month each)

Extra users (\$3.75 USD/month each)

Extra AI credits (\$3.75 USD/month for 100 credits per month)



# HOOTSUITE

Best for: Advanced/super-broad scheduling with reporting

## Core features

- Publish & schedule across tons of platforms
- Bulk schedule upload
- Analytics & reporting
- Streams + engagement inbox
- No free plan

Pay annually (Save up to 38%)☒

Pay monthly

Standard

€99 per user/mo\*

Free 30-day trial

Skip trial, get 10% off\*

Features included:

✓ Up to 10 social accounts

✓ Unlimited post scheduling

✓ Best time to post recommendations

✓ AI assistant with image and caption generator

✓ Canva and Adobe Express templates

✓ One inbox for all social accounts

✓ DM automations

✓ Search the past 7 days for brand and competitor mentions

✓ Analyze brand and competitor sentiment

✓ Benchmark against 5 competitors

✓ Assign DMs to teammates\*\*

... and much more!

Learn more about Standard

Most popular

Advanced

€249 per user/mo\*

Free 30-day trial

Skip trial, get 10% off\*

Everything in Standard, PLUS:

✓ Unlimited social accounts

✓ Customizable analytics reports and templates

✓ Saved message replies and auto-responses

✓ Team approval workflows\*\*

✓ Bulk schedule up to 350 posts at once

✓ Auto-route and tag messages

✓ Benchmark against 20 competitors

✓ Export, email, and schedule reports

✓ Inbox reporting and analytics

✓ Search the past 30 days for brand and competitor mentions

✓ Outbound post tagging and reporting

✓ Custom user access permissions\*\*

... and much more!

Learn more about Advanced

Enterprise Custom

Request a Demo

Everything in Advanced, PLUS:

✓ A fully customized plan to maximize your investment

✓ Add as many users as you need

✓ Exclusive access to our most powerful tools

✓ Enterprise customer support

✓ Single sign-on (SSO)

Maximize performance with:

+ Employee Advocacy (Amplify)

+ Listening powered by Talkwalker

+ Advanced Analytics

+ Advanced Inbox

+ Generative AI Chatbot

+ Review Management

+ Premier Services

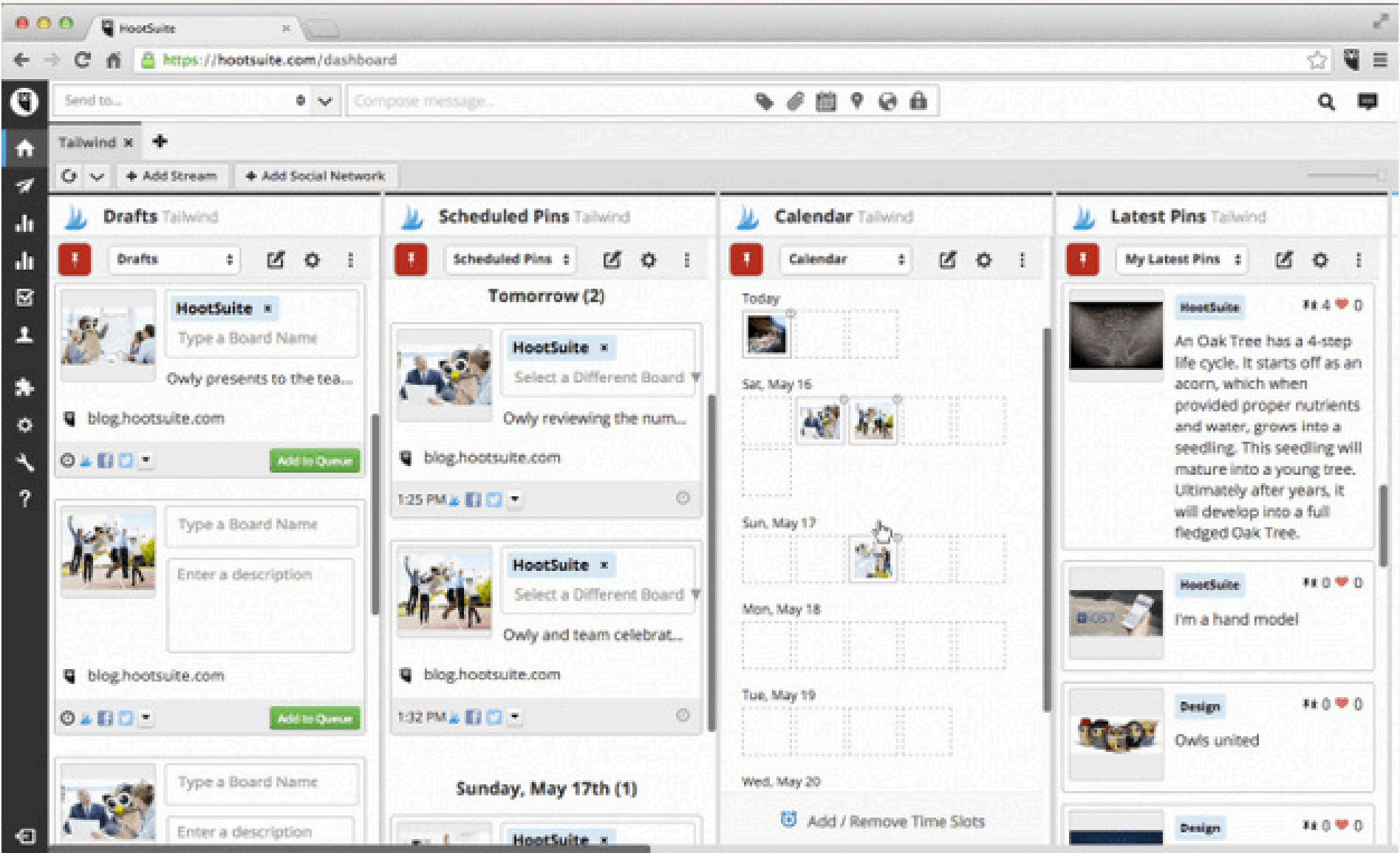
+ Social Selling

+ Salesforce integration

+ Compliance integration (Proofpoint)

Learn more about Enterprise

\*Prices displayed in EUR, based on annual billing, but do not include applicable taxes. Skip trial discount only applies when you pay annually.



## SOCIAL MEDIA PLATFORMS

You can now schedule inside these platforms without paying for a third party tool.

- Instagram (not stories but you can schedule stories in meta business suite with limitations)
- Facebook (not stories but you can schedule stories in meta business suite with limitations)
- LinkedIn
- TikTok (desktop/web)
- YouTube
- Pinterest

Does scheduling harm your engagement?

No.

No algorithm knows if you scheduled or not. So give yourself a break.

# Project Management Tool

WHAT I RECOMMEND

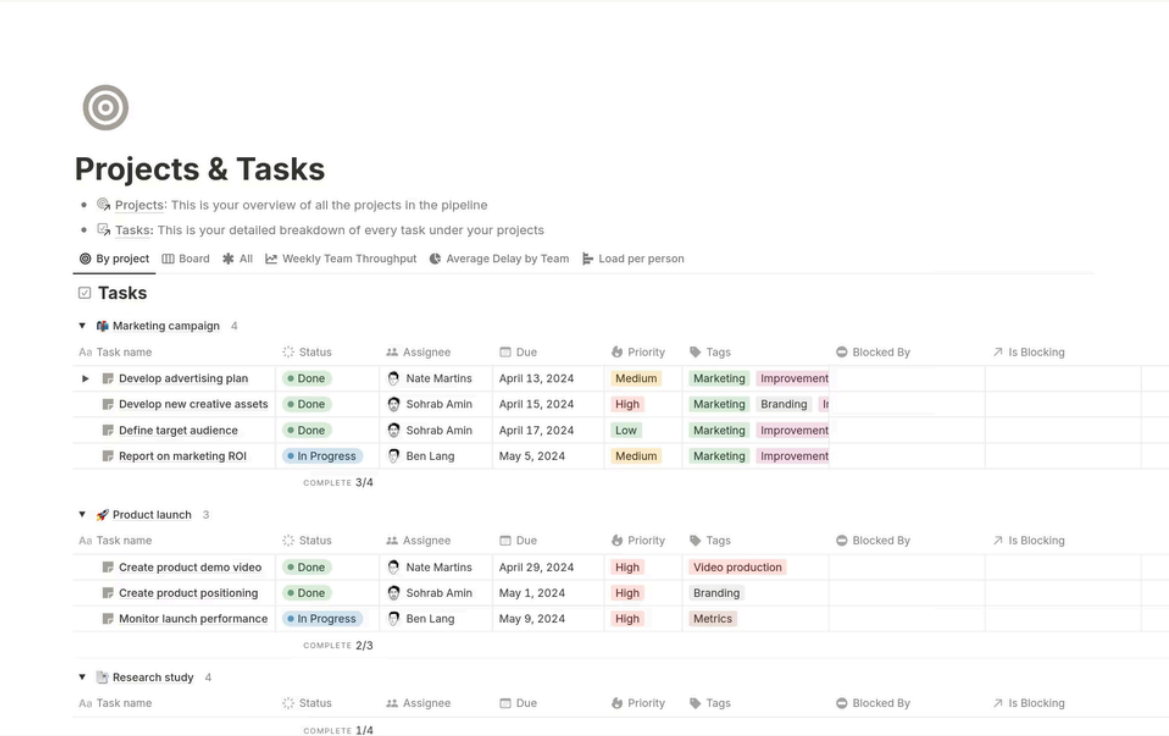


# NOTION

Best for: All-in-one docs + boards + templates

## Core features

- Workspace pages + linked databases
- Calendar + lists
- Templates for workflows & content pipelines
- Good for: Client portals, content calendars, finance tracking, goals
- Free tier
- Paid from low amounts per user/mo



Pay monthly

**Pay yearly**

Save up to 20% with yearly

Free

€0

per member / month

For individuals to organize personal projects and life.

Sign up

Notion AI

Trial of Notion AI

✓ Free for individual usage

✓ Basic forms

✓ Basic sites

✓ Notion Calendar

✓ Notion Mail (Syncs with Gmail)

✓ Databases including subtasks, dependencies, custom properties and more

Plus

€9.50

per member / month

For small teams and professionals to work together.

Get started

Notion AI

Trial of Notion AI

Everything in Free

✓ Unlimited collaborative blocks

✓ Unlimited file uploads

✓ Unlimited charts

✓ Custom forms

✓ Custom sites

✓ Basic integrations

Business

€19.50

per member / month

For growing businesses to streamline teamwork.

Get started

Notion AI

Agent

Enterprise search

AI meeting notes

Everything in Plus

✓ SAML SSO

✓ Granular database permissions

✓ Verify any page

✓ Private teamspaces

✓ Conditional forms logic

✓ Domain verification

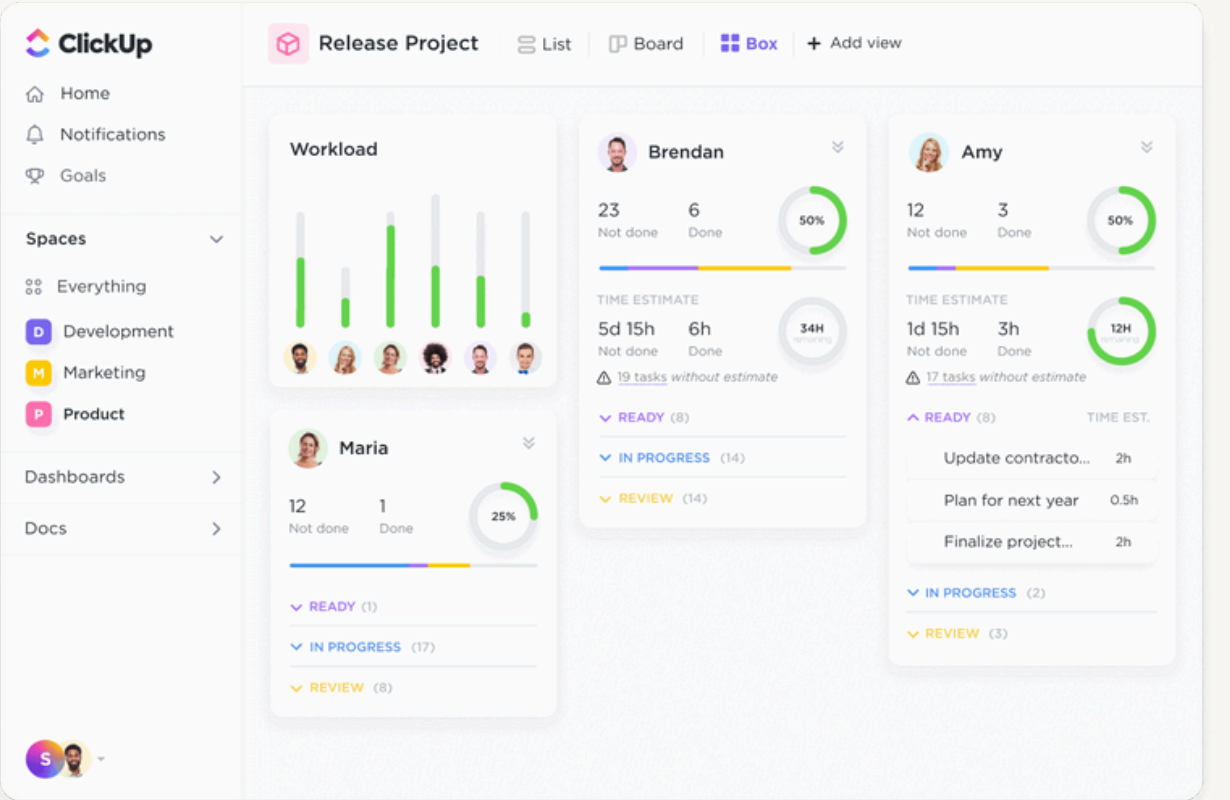
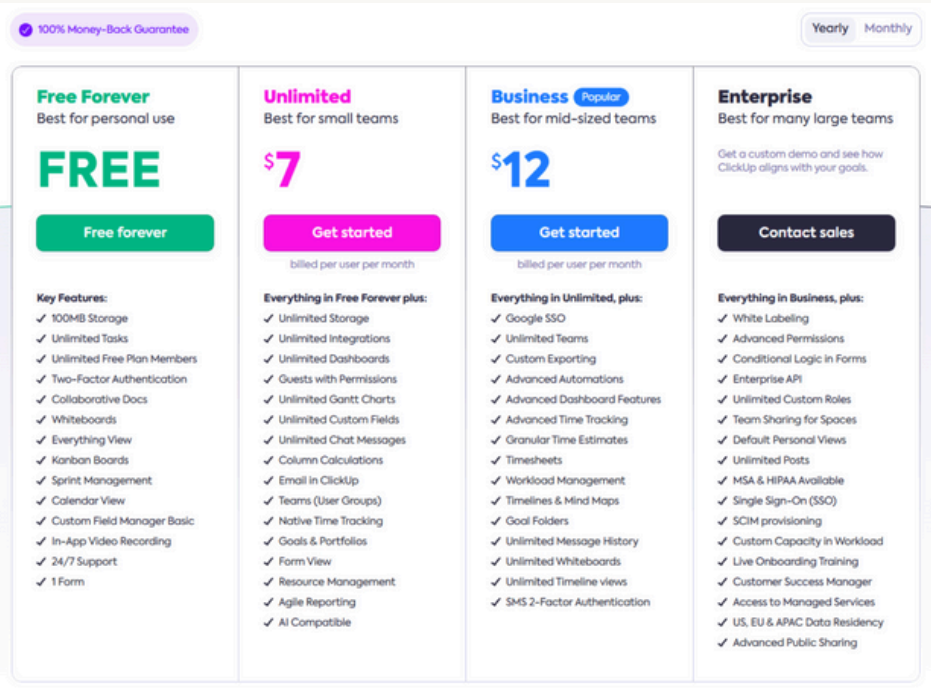
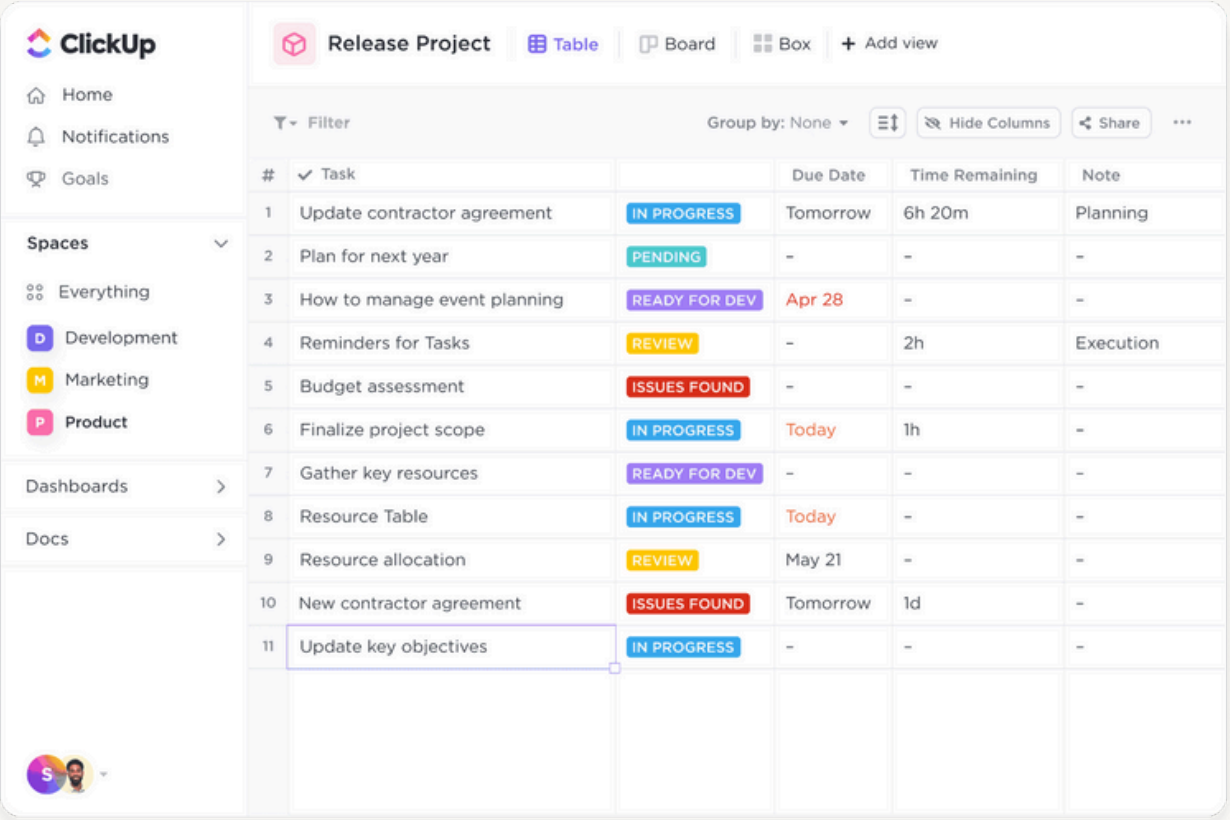
✓ Premium integrations

# CLICKUP

Best for: All-in-one project hub (tasks, docs, goals)

## Core features

- Multiple views (lists, boards, calendar)
- Goals + time tracking
- Templates for clients & content pipelines
- Good for: managing multiple clients, task-heavy workflows, automations, deadlines, team collaboration
- Automations
- Free tier



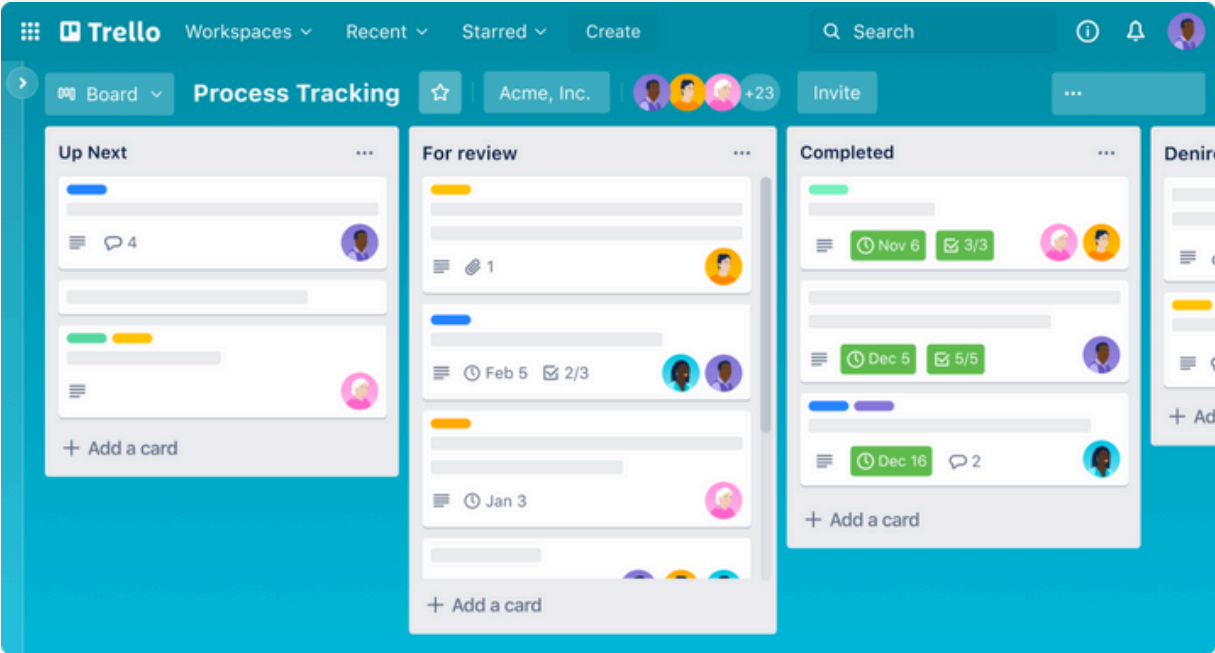


# TRELLO

Best for: Simple Kanban boards (great for solo + small teams)

## Core features

- Boards for clients, content stages, admin triage
- Cards with attachments + checklists
- Drag-and-drop workflow
- Power-ups (extra integrations)
- Good for: simple client workflows, content pipelines, visual planning, basic task tracking.
- Free plan



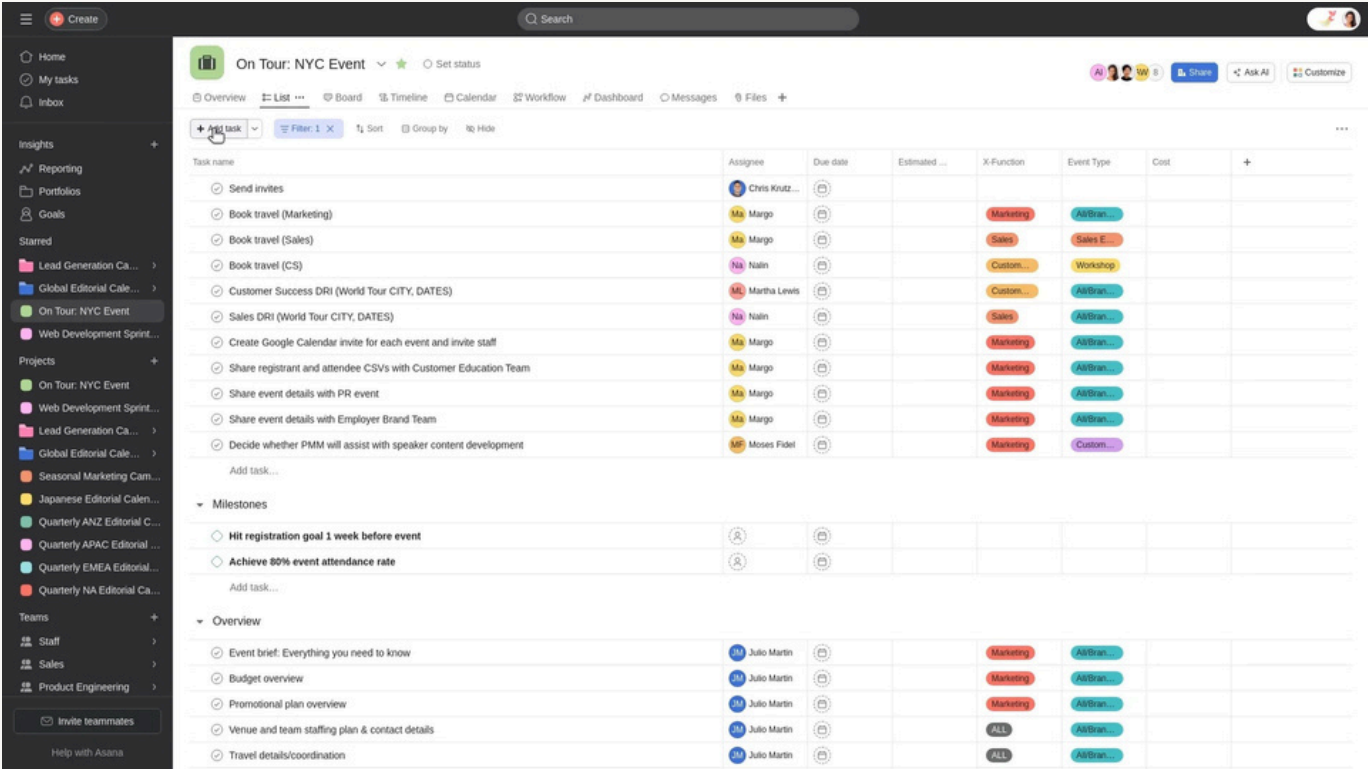
FREE	STANDARD	PREMIUM	ENTERPRISE
<div>\$0USD</div> <div>Free for up to 10 collaborators per Workspace</div> <div>Capture your to-dos, get organized, and get sh*t done.</div> <div>Get started</div>	<div>\$5USD</div> <div>Per user/month if billed annually (\$6 billed monthly)</div> <div>Get more stuff done with unlimited boards, card mirroring, and more automation.</div> <div>Sign up now</div>	<div>\$10USD</div> <div>Per user/month if billed annually (\$12.50 billed monthly)</div> <div>Add AI to your boards and admin controls to your toolkit. Plus, get more perspective with views.</div> <div>Try for free</div>	<div>\$17.50USD</div> <div>Per user/month - billed annually (\$210.00 annual price per user)</div> <div>Add enterprise-grade security and controls. This plan includes Atlassian Guard Standard and 24/7 Enterprise Admin support.</div> <div>Est. cost for 50 users</div> <div>Contact sales</div>
<div>INCLUDED IN FREE:</div> <div><div>✓ Unlimited cards</div><div>✓ Up to 10 boards per Workspace</div><div>✓ Quickly capture to-dos from email, Slack, and Teams</div><div>✓ Inbox</div><div>✓ Unlimited Power-Ups per board</div><div>✓ Unlimited storage (10MB/file)</div><div>✓ 250 Workspace command runs per month</div><div>✓ Custom backgrounds &amp; stickers</div><div>✓ Unlimited activity log</div><div>✓ Assignee and due dates</div><div>✓ iOS and Android mobile apps</div><div>✓ 2-factor authentication</div></div>	<div>EVERYTHING IN FREE, PLUS:</div> <div><div>✓ Unlimited boards</div><div>✓ Quickly capture to-dos from email, Slack, and Teams – powered by AI</div><div>✓ Planner</div><div>✓ Advanced checklists</div><div>✓ Card mirroring</div><div>✓ Custom Fields</div><div>✓ List colors</div><div>✓ Collapsible lists</div><div>✓ Unlimited storage (250MB/file)</div><div>✓ 1,000 Workspace command runs per month</div><div>✓ Single board guests</div><div>✓ Saved searches</div></div> <div>Learn more about Standard</div>	<div>EVERYTHING IN STANDARD, PLUS:</div> <div><div>✓ AI</div><div>✓ Views: Calendar, Timeline, Table, Dashboard, and Map</div><div>✓ Workspace views: Table and Calendar</div><div>✓ Unlimited Workspace command runs</div><div>✓ Admin and security features</div><div>✓ Workspace-level templates</div><div>✓ Collections</div><div>✓ Observers</div><div>✓ Simple data export</div></div> <div>Learn more about Premium</div>	<div>EVERYTHING IN PREMIUM, PLUS:</div> <div><div>✓ Unlimited Workspaces</div><div>✓ Organization-wide permissions</div><div>✓ Organization-visible boards</div><div>✓ Public board management</div><div>✓ Multi-board guests</div><div>✓ Attachment permissions</div><div>✓ Power-Up administration</div><div>✓ Free SSO and user provisioning with Atlassian Guard</div></div> <div>Learn more about Enterprise</div>

# ASANA

Best for: Structured task flows & bigger workloads

## Core features

- Tasks with due dates + dependencies
- Timelines & calendars
- Project views that grow with your biz
- Integrations with other tools
- Good for: complex projects, launch planning, long-term timelines, team accountability.
- Free tier



Personal

For one or two people managing personal projects.

€0

Free forever

Get started

Manage tasks and personal to-dos:

✓ 2 users

✓ Unlimited tasks

✓ Unlimited projects

✓ Unlimited messages

✓ Activity logs

✓ Unlimited storage, 100MB max per file

✓ List, board, and calendar views

✓ Basic search filters

✓ Status updates

✓ iOS and Android mobile apps

✓ Time tracking with integrations - [Learn more](#)

✓ 100+ free integrations with your favorite apps - [Learn more](#)

Starter

For growing teams that need to track their projects' progress and hit deadlines.

€10.99

Per user, per month billed annually. €13.49 billed monthly

Purchase now

Everything in Personal, plus:

✓ Asana AI

✓ AI Studio (with additional credits for purchase)

✓ No user seat limits

✓ Timeline and Gantt view

✓ Workflow builder

✓ Project dashboards

✓ Universal reporting

✓ Advanced search

✓ Custom fields

✓ Forms

✓ Unlimited automations

✓ Start dates and times

✓ Custom project templates

✓ Admin console

✓ Private teams and projects

✓ Unlimited free guests

Advanced

For companies that need to manage a portfolio of work and goals across departments.

€24.99

Per user, per month billed annually. €30.49 billed monthly

Purchase now

Everything in Starter, plus:

✓ Asana AI

✓ AI Studio (with additional credits for purchase)

✓ Goals

✓ Unlimited portfolios

✓ Portfolio workload

✓ Integrations with Salesforce, Tableau, and Power BI

✓ Forms branching and customization

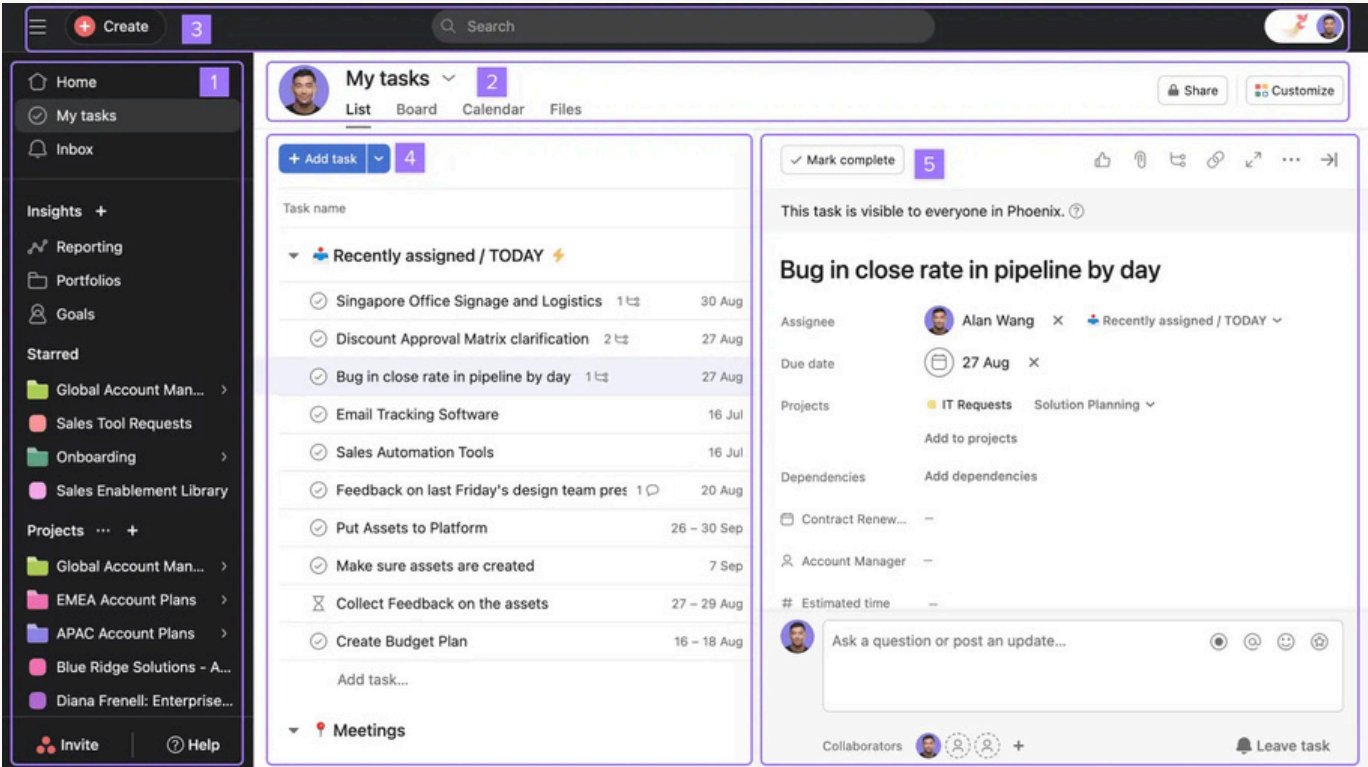
✓ Approvals

✓ Proofing

✓ Lock custom fields

✓ Native time tracking

✓ Scaled security



# Payment Tools

WHAT I RECOMMEND

# STRIPE

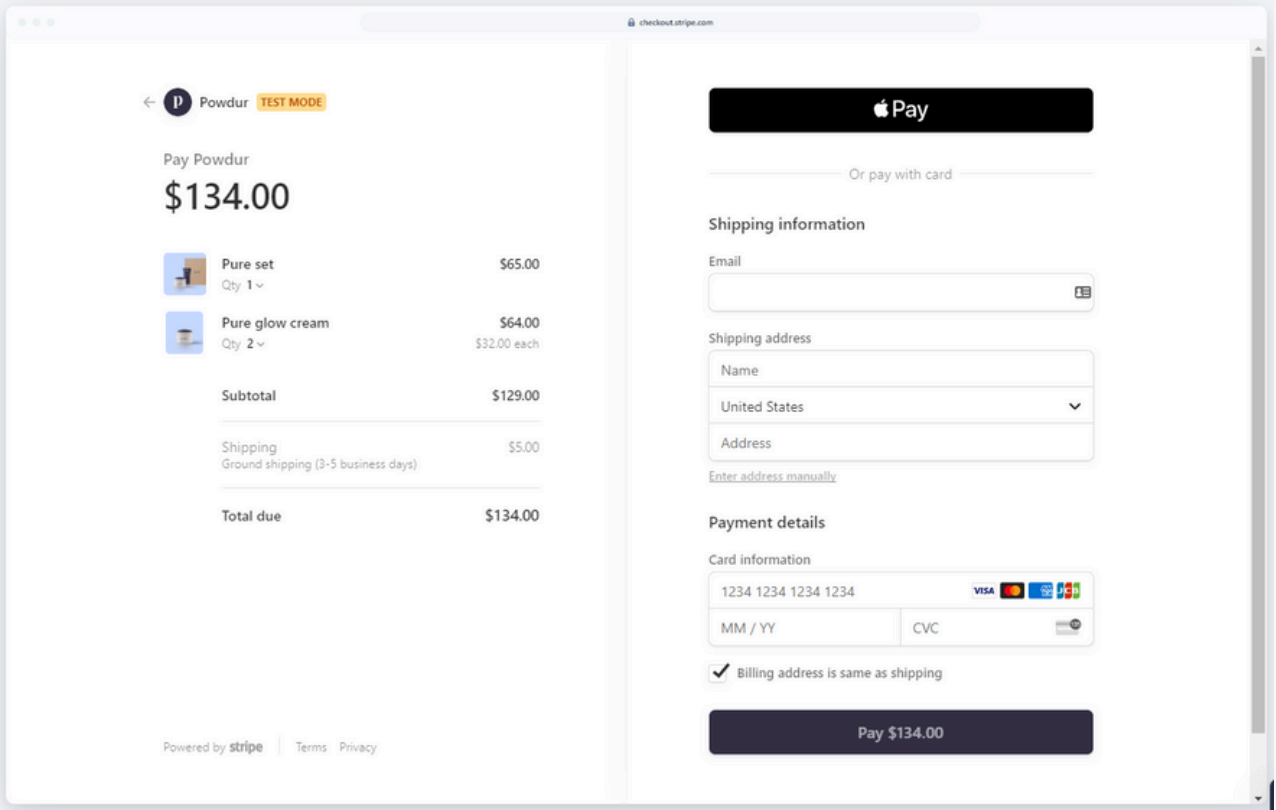
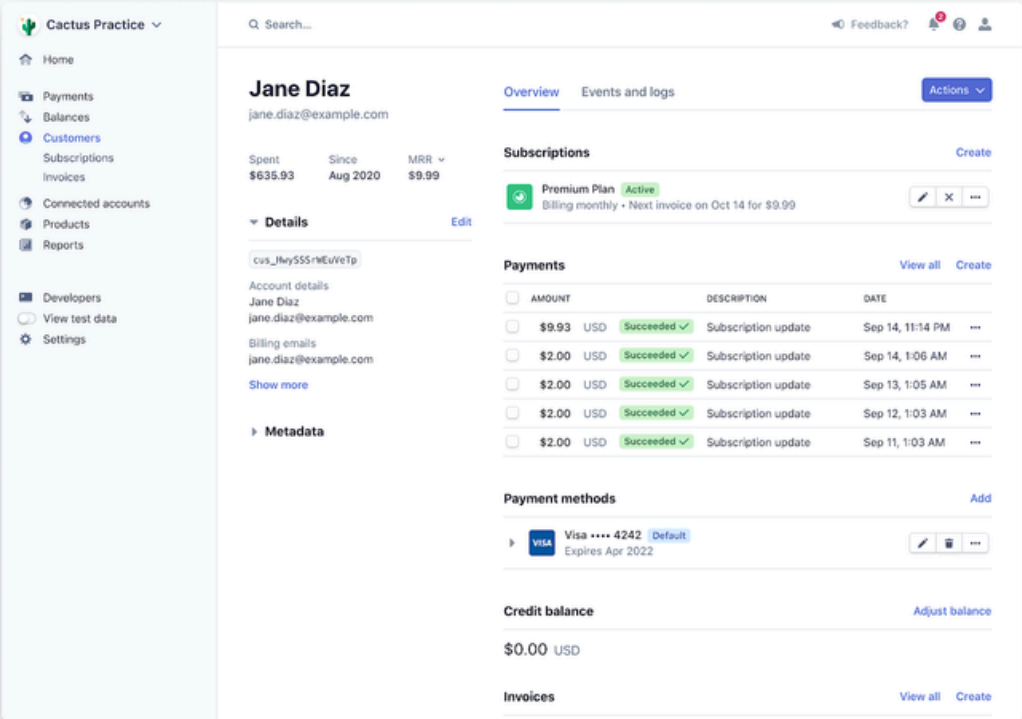
Best for: Programmable payments + flexible checkout

Core features

- Accept cards & digital wallets
- Recurring subscriptions
- Professional checkout pages
- Automated Invoice generation
- Integrates with almost anything

Typical pricing

- ~2.9% + \$0.30 per transaction (varies by country)

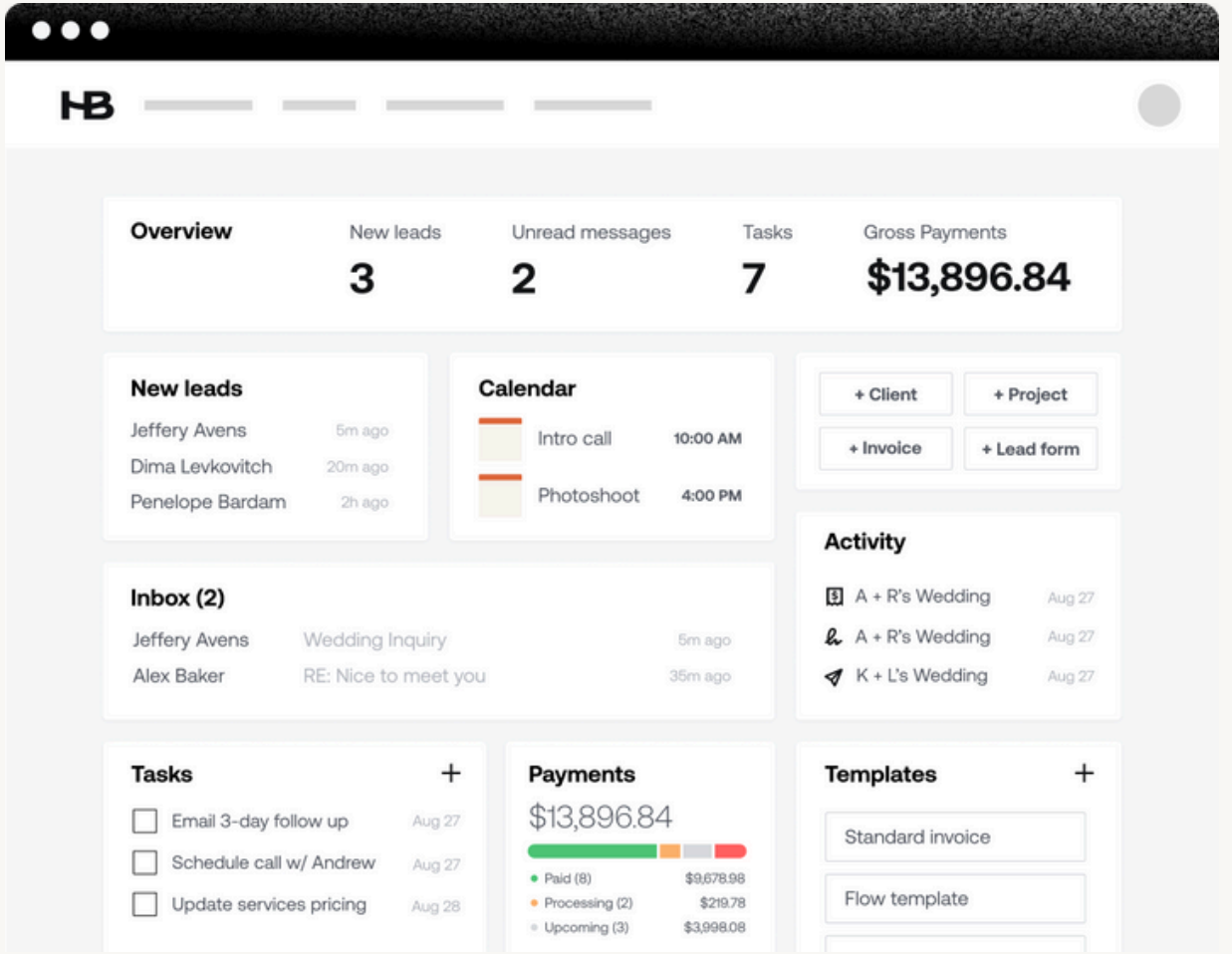
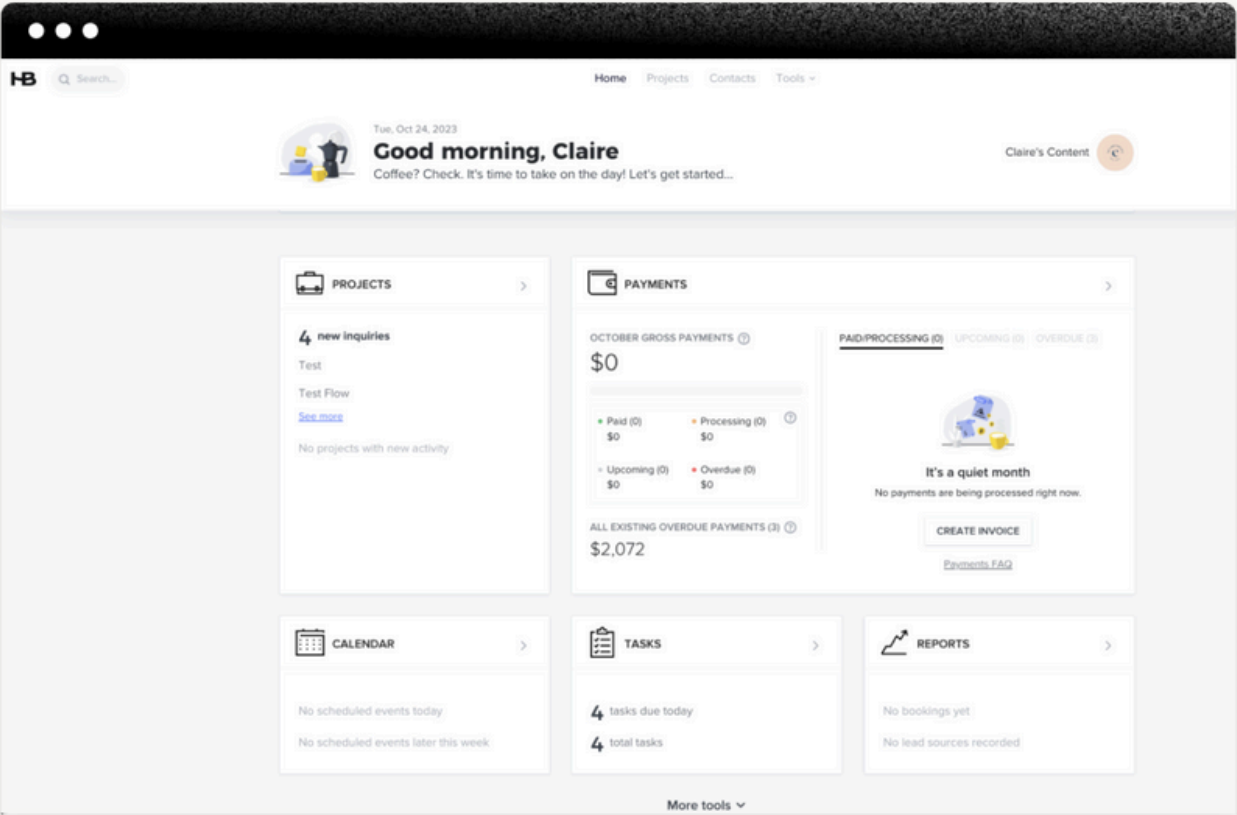


# HONEYBOOK

Best for: All-in-one client flow (CRM + payments)

## Core features

- Contact forms + lead tracking
- Proposals, contracts & invoices
- Built-in payment processing
- Client portal
- Paid tiers ~\$29-\$49+/mo depending on plan
- Not available worldwide



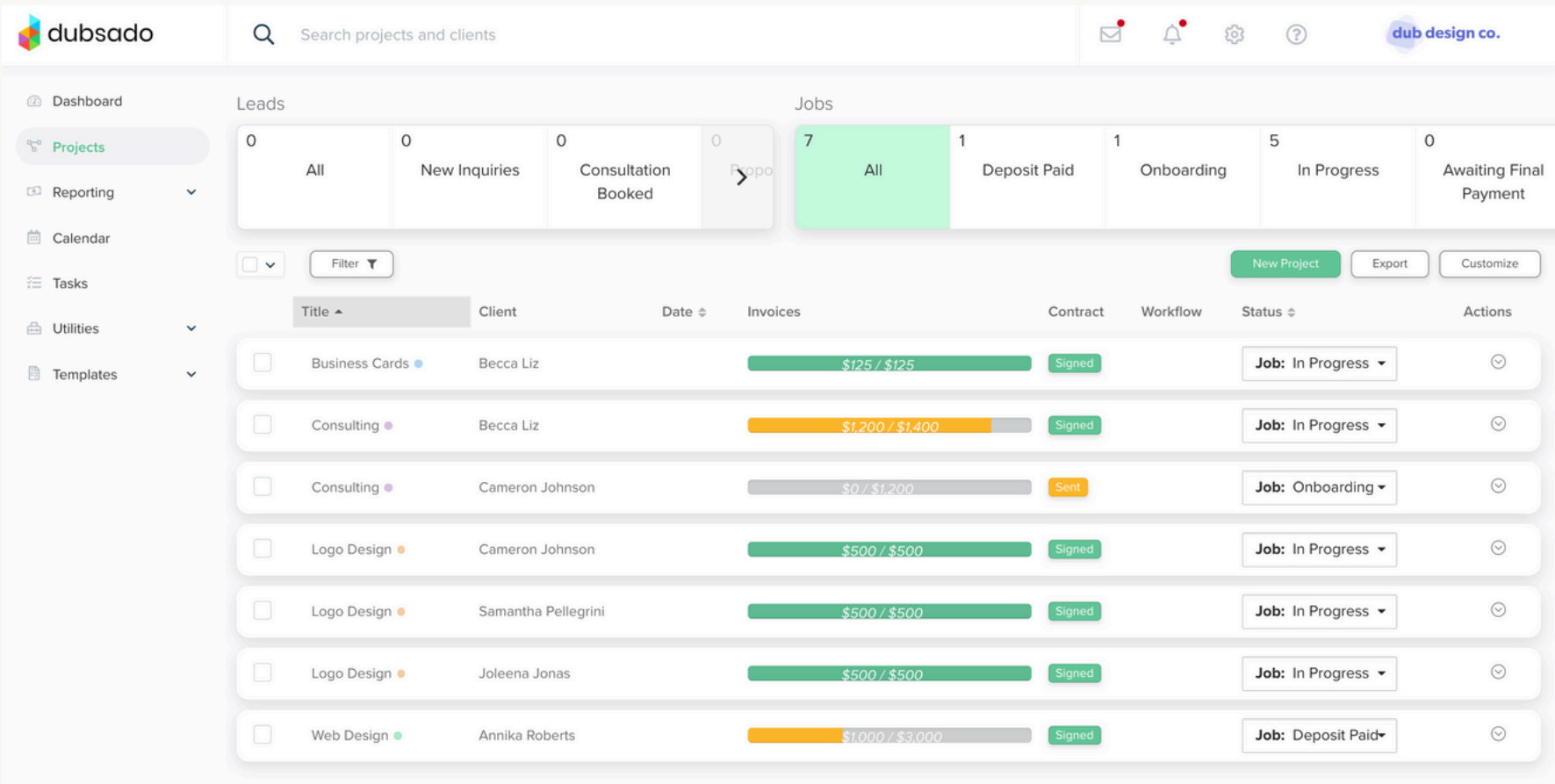
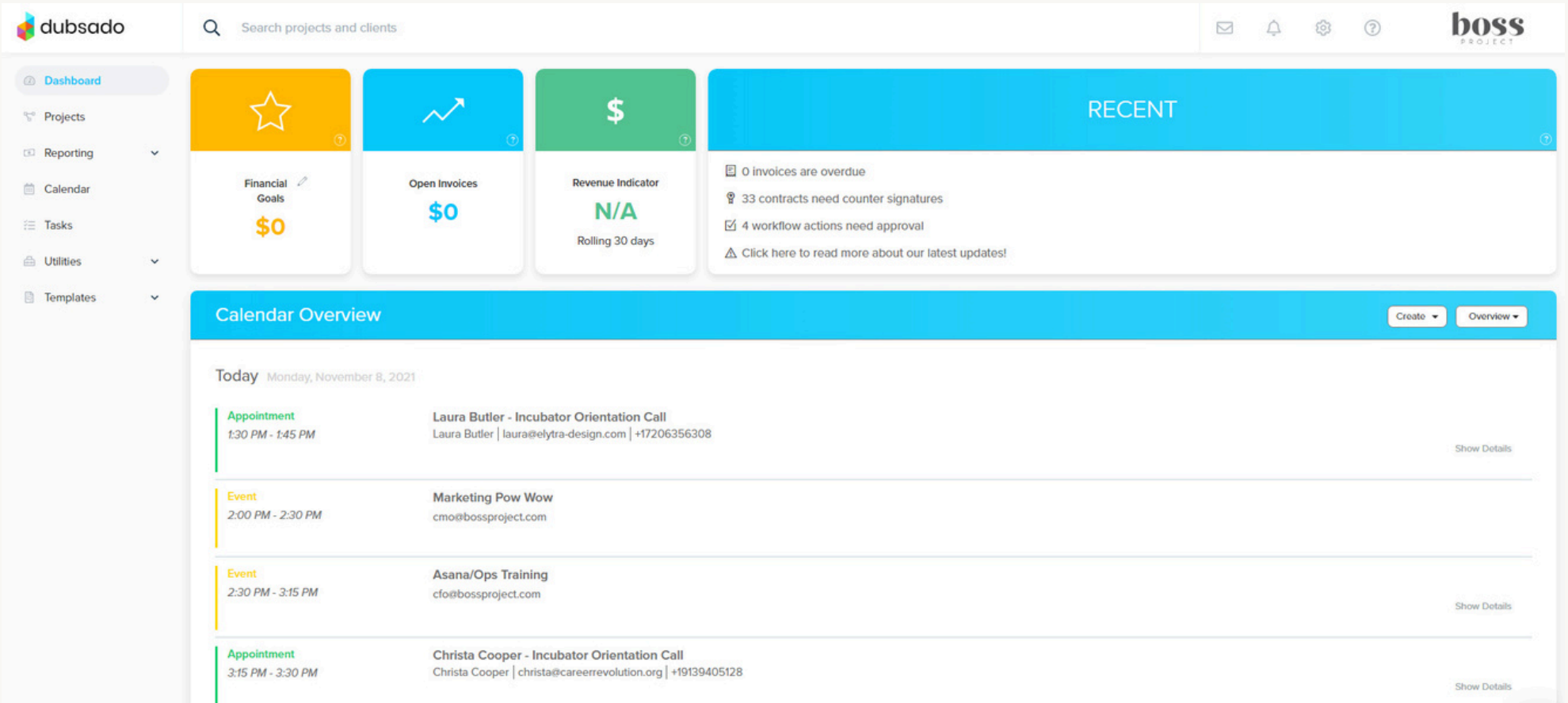


DUBSADO

Best for: Custom workflows + automation

Core features

- Custom forms & contracts
- Scheduler + proposals + invoices
- Payments via Stripe/PayPal
- Complex automation triggers
- ~\$20-\$40/mo or discounted yearly options



# Website / Link-bio Tools

WHAT I RECOMMEND

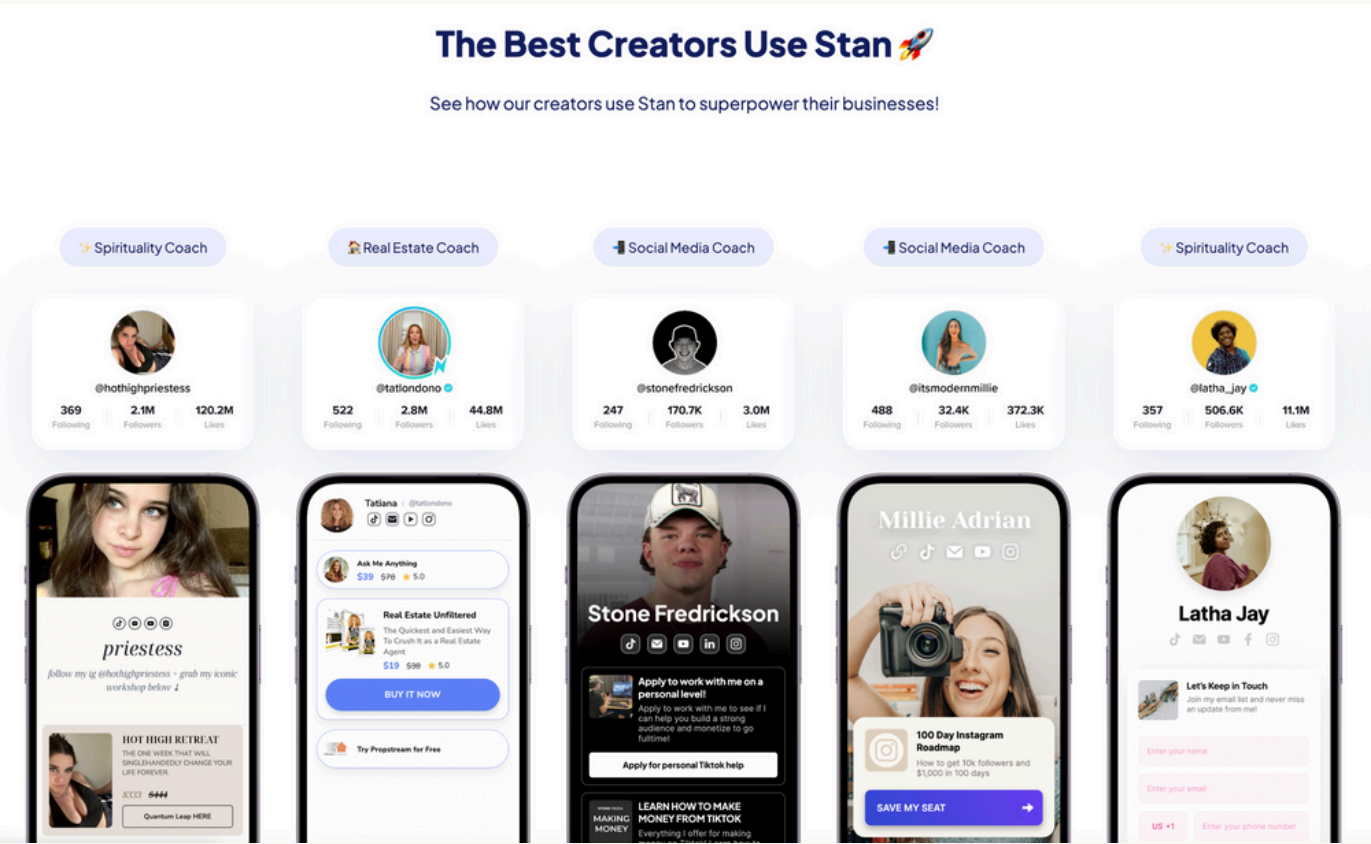
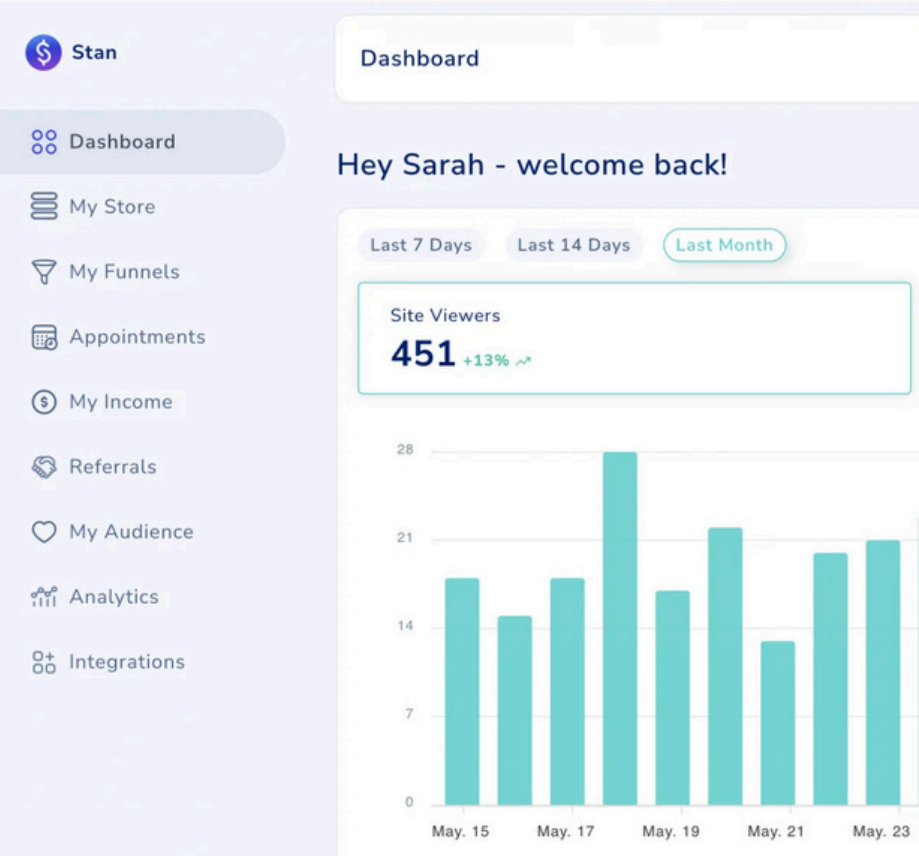


# STAN STORE

Best for: Creators who sell digital stuff right from bio

## Core features

- Sell products, services, coaching, memberships
- 1-tap checkout
- Hosted store page + analytics
- Creator plan ~\$29/mo
- Pro ~ \$99/mo (more features)
- Limited customisation but enough to start
- No transaction fees at paid levels (linked to Stripe)



# LINKTREE

Best for: Simple link hub + basic branding

## Core features

- Unlimited links
- Button customisations
- Analytics (Pro)
- Shopify & shop links
- Free plan available

Free

Free, Forever

\$0

Get started

Key features:

Unlimited links

Social icons, videos & embeds

Essential analytics

SEO optimized, high-converting design

Unique QR code

Make money\*

Linktree Shops & sponsored links

Digital products and courses

Reduced seller fees

\*Prices in USD

Starter

For creators and brands, just getting started.

\$6

\$6.00 per month

Try 7 days free

\$72 billed annually

Everything in Free, plus:

Custom themes

Own your audience

Redirect links

Growth tools 

NEW

Social media scheduling

Make money\*

Reduced seller fees

\*Prices in USD

Pro

For creators and solopreneurs looking to grow and monetize

\$12

\$15.00 per month

Try 7 days free

\$144 billed annually

Everything in Starter, plus:

Personalized Linktree

Highlight key links

Comprehensive analytics

Growth tools 

NEW

Social media scheduling

Automated Instagram replies

Link shortener

Email integrations

Make money\*

Reduced seller fees

\*Prices in USD

Premium

For businesses, brands, and teams wanting zero limits and fast results

\$30

\$35.00 per month

Try 7 days free

\$360 billed annually

Everything in Pro, plus:

Concierge onboarding

Growth tools 

NEW

Unlimited social posts

Optional add-on team tools

Unlimited Instagram replies

Make money\*

0% seller fees\*\*

Earn 100% commissions\*\*

\*Prices in USD

@bigcatcreative

wildly empowering Squarespace templates for fierce biz owners

Get in Touch

Freebies & Resources

Read our Latest Blog Post

Shop Squarespace Templates

Visit the Website

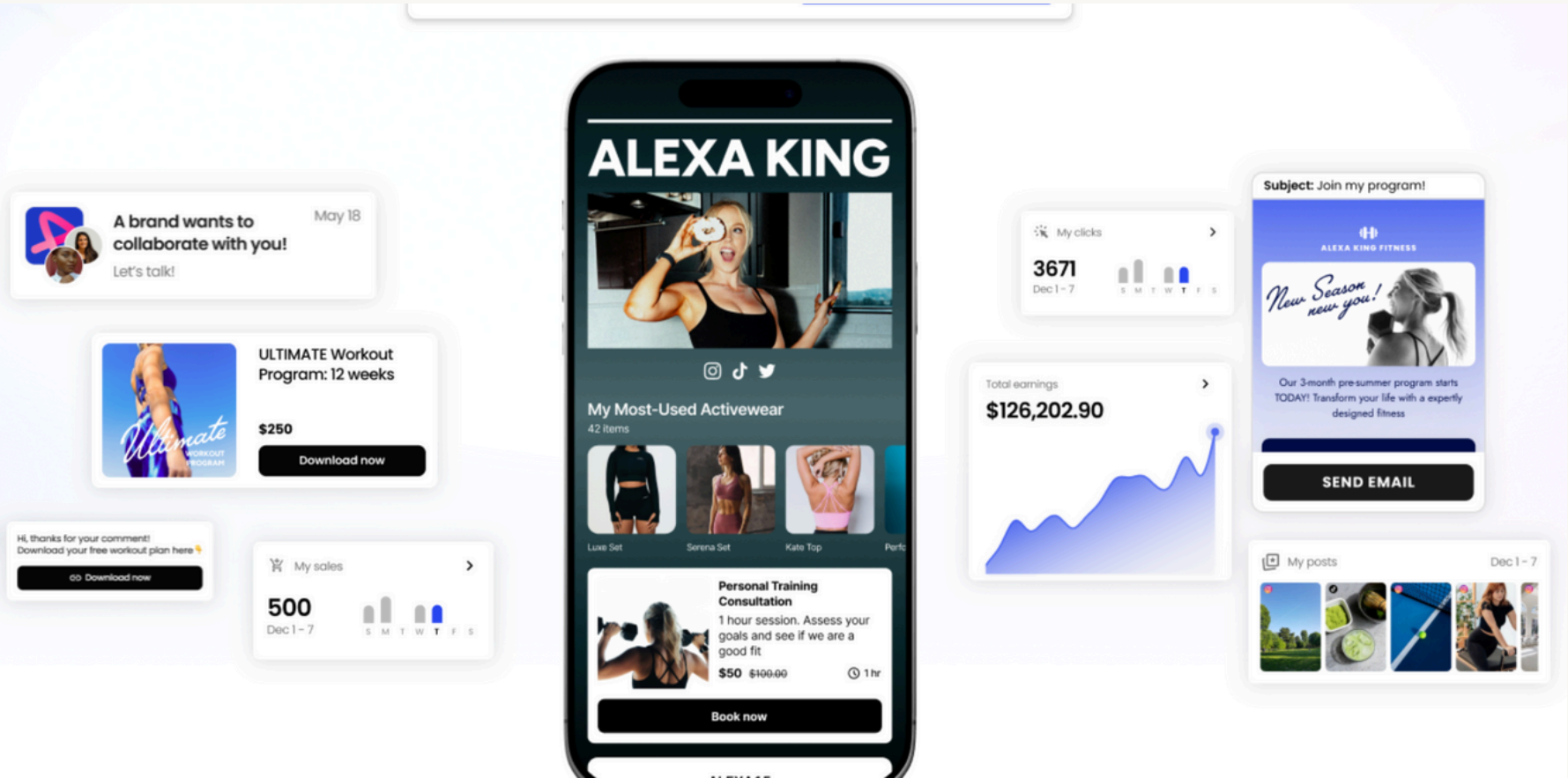
Linktree\*

# BEACONS

Best for: Free + advanced link hub + selling tools

## Core features

- Free link-in-bio setup
- Sell digital products + courses
- Email marketing & automations
- Real-time analytics
- Free tier



Best Value			
<div>Free</div> <div>Build and customize</div> <div>\$0</div> <div>Free forever</div> <div>Sign up for free</div> <div>Key features</div> <div><div>30 daily AI credits</div><div>✓ Customizable Link in Bio</div><div>✓ Weekly-updating Media Kit</div><div>✓ Sell unlimited digital products</div><div>✓ Create affiliate links</div><div>✓ 9% seller fees</div><div>✓ 50 email sends per month</div><div>✓ Smart Reply IG auto-DM</div><div>✓ Real-time analytics</div></div> <div>Compare plans</div>	<div>Creator</div> <div>Claim your brand</div> <div><del>\$10</del> \$8.33/mo</div> <div>\$100 billed annually</div> <div>Upgrade</div> <div>All features in Free, and</div> <div><div>300 daily AI credits</div><div>✓ Free custom domain</div><div>✓ Custom domain Link in Bio and Store product URLs</div><div>✓ Daily-updating Media Kit</div><div>✓ 500 email sends per month</div><div>✓ Advanced SEO and marketing features</div></div> <div>Compare plans</div>	<div>Creator Plus</div> <div>Drive sales and partnerships</div> <div><del>\$30</del> \$25/mo</div> <div>\$300 billed annually</div> <div>Upgrade to Plus</div> <div>All features in Creator, and</div> <div><div>Unlimited daily AI credits</div><div>✓ 0% seller fees</div><div>✓ Sell with Buy Now Pay Later options</div><div>✓ Keep 100% of affiliate link commissions</div><div>✓ Hide Beacons logo on Link in Bio and Store pages</div><div>✓ Sell unlimited courses with video hosting</div><div>✓ Sell unlimited memberships</div><div>✓ Unlimited email sends</div></div> <div>Compare plans</div>	<div>Creator Max</div> <div>Grow without limits</div> <div><del>\$90</del> \$75/mo</div> <div>\$900 billed annually</div> <div>Upgrade to Max</div> <div>All features in Creator Plus, and</div> <div><div>✓ Google workspace</div><div>✓ White glove onboarding</div><div>✓ Prioritized online support</div><div>✓ Physical NFC card connected to your Link in Bio</div><div>✓ VIP access to Beacons IRL events</div></div> <div>Compare plans</div>



WEBSITE BUILDERS

Squarespace

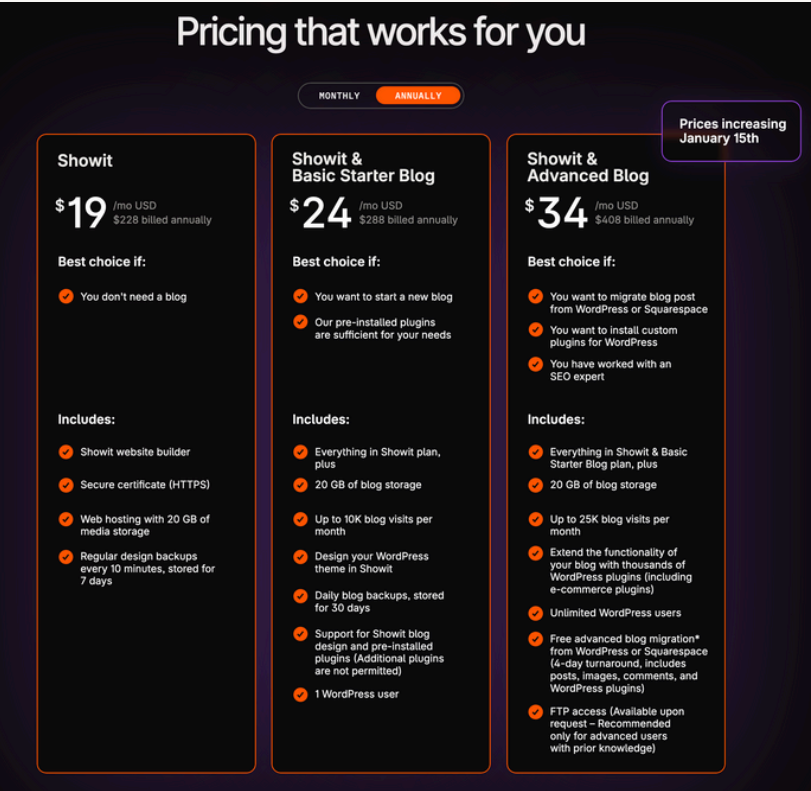
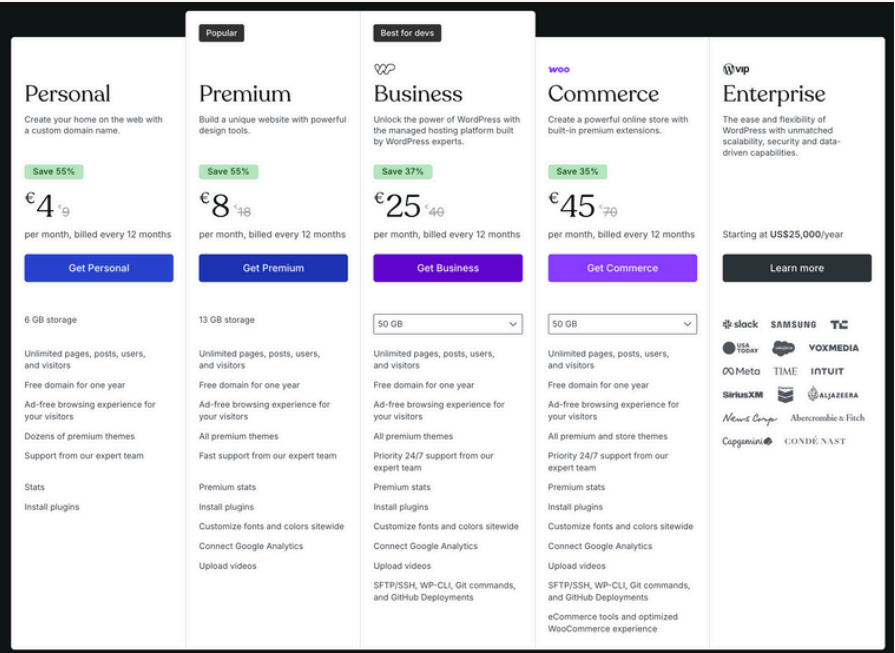
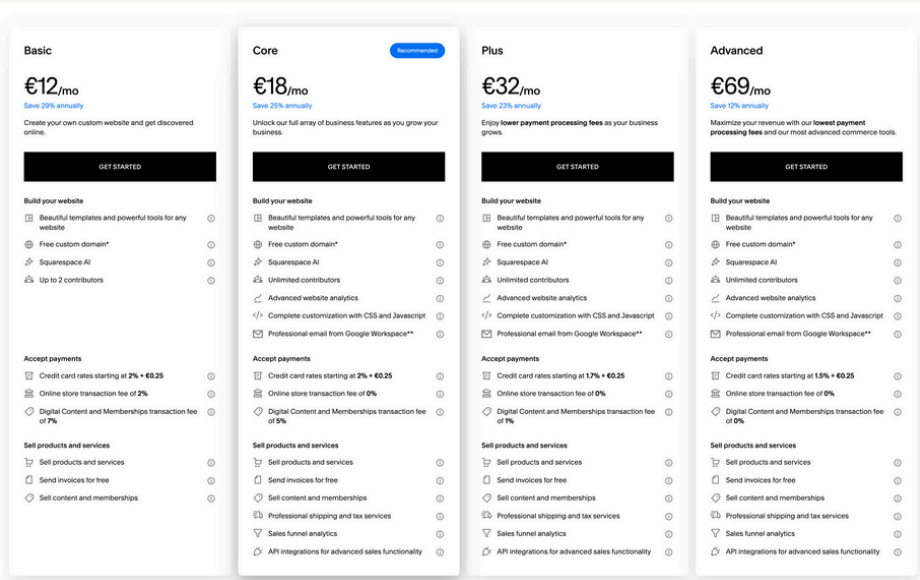
- All-in-one platform (hosting included)
- Drag-and-drop editing
- Clean, modern templates
- Easy to update without tech skills
- Great for portfolios + service websites
- Built in checkout

WordPress

- Fully customisable
- Huge plugin ecosystem
- Great for blogs + SEO
- Can scale big as your business grows
- More setup + maintenance required
- Integrate a checkout

Showit

- Design-first platform
- Full creative freedom (no grid limits)
- Great for brand designers
- Uses WordPress for blogging
- Integrate a checkout with shopify (simply)



# CEO Time-Blocking

HOW TO STRUCTURE YOUR DAY

# SETTING YOUR DAY UP FOR SUCCESS

Move → Ground → Enjoy

## 1. MOVE (wake up the body)

Purpose: release tension + wake your nervous system.

Choose ONE:

- Pilates
- Walking
- Stretching
- Yoga
- Gym
- Gentle movement

## 2. GROUND (quiet the mind)

Purpose: create mental space before stimulation.

Choose ONE:

- Walking without headphones
- Sitting in silence
- Journaling
- Breathing
- Nature time

## 3. ENJOY (do something just for you)

Purpose: start the day with pleasure, not pressure.

Choose ONE:

- Coffee run
- Breakfast
- Reading
- Music
- Sitting in a café or park
- Something slow + cozy

My calendars

Meetings

Admin Tasks

AFTERNOON GOALS

Birthdays

Branding

Content

MID DAY GOALS

MORNING GOALS

NIGHT GOALS

Other Projects

paigegardner.services@g...

Personal

Selfcare

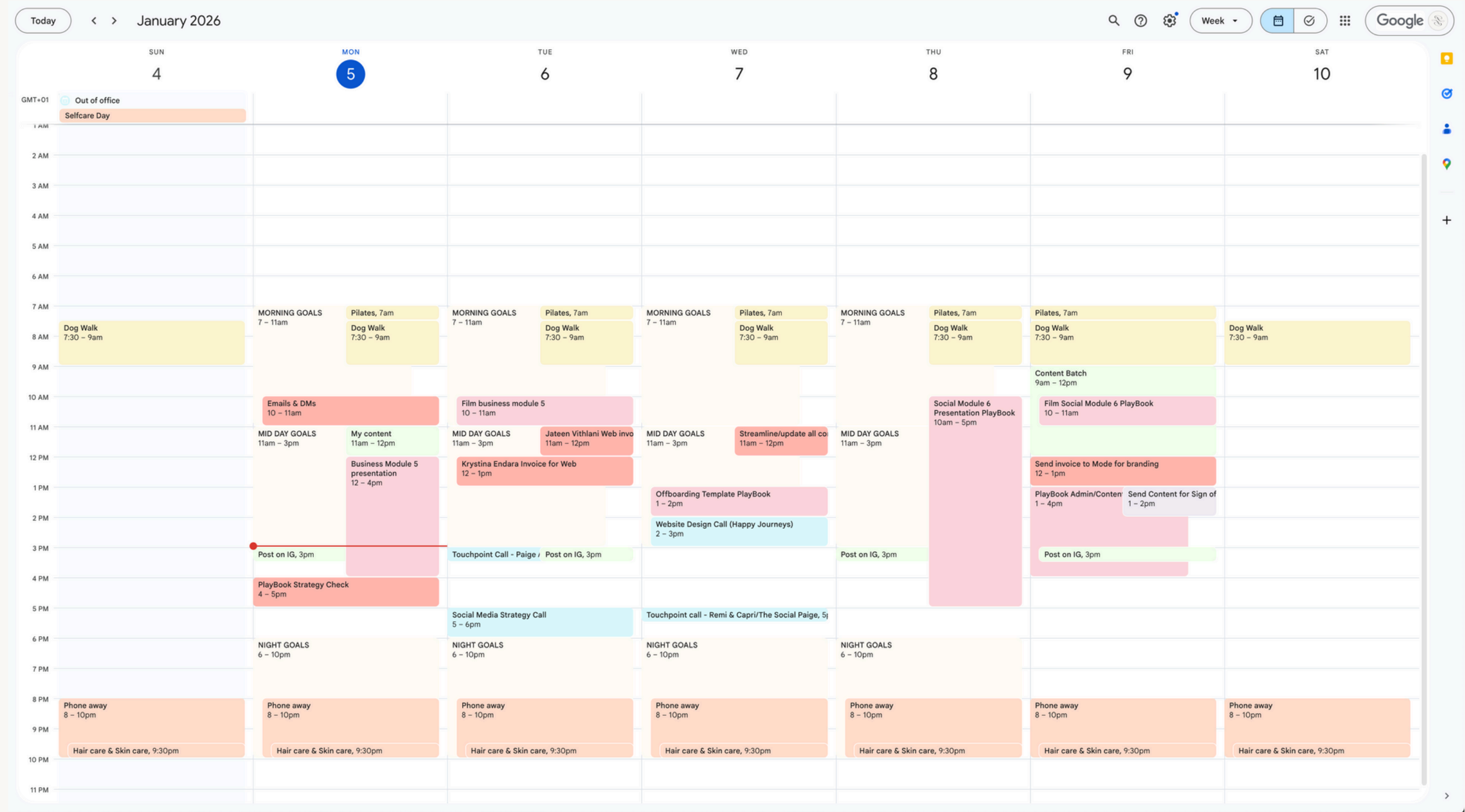
Social Media Management

Tasks

The Content PlayBook

The PlayBook

Workout

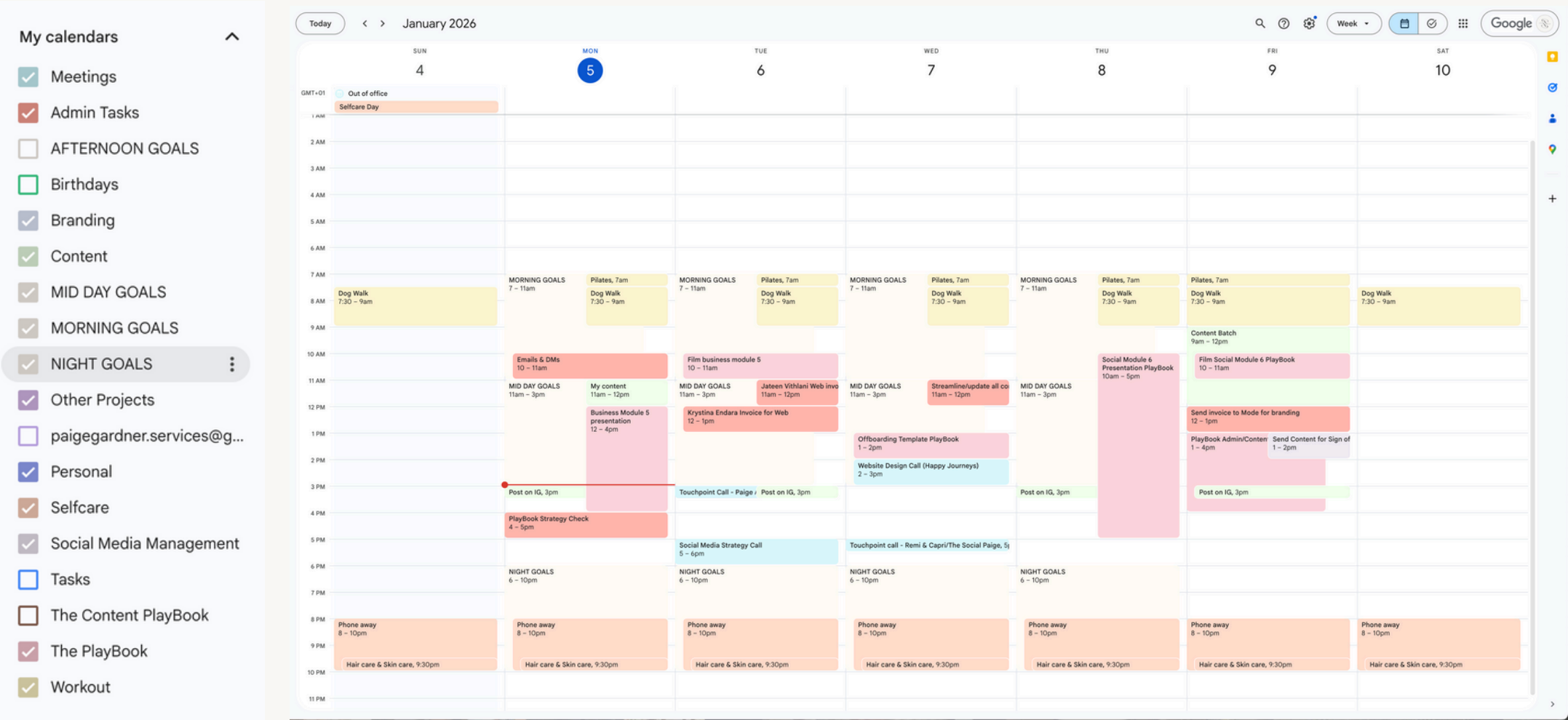




STEP 1

Decide Your “Work Buckets”

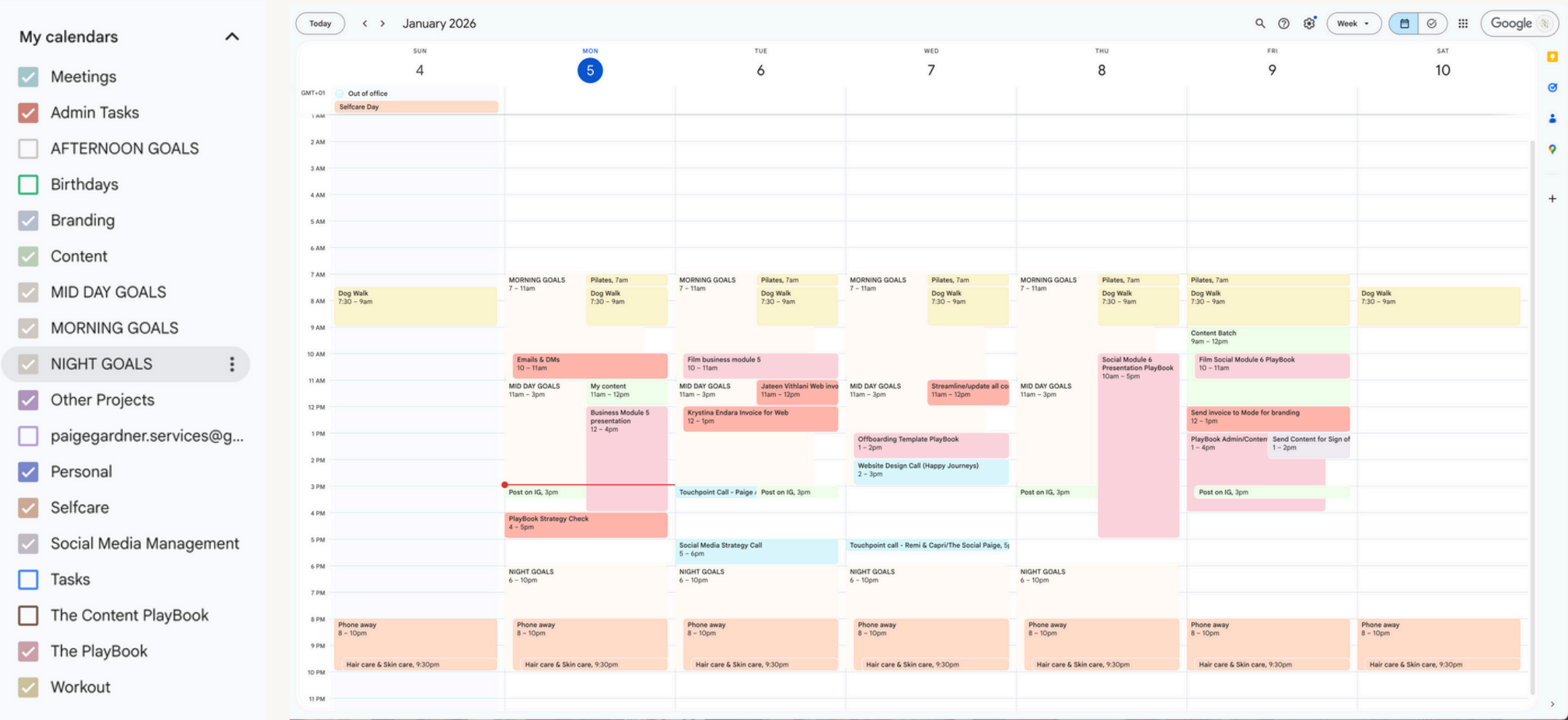
- Admin
- Content Creation
- Calls / Meetings
- Service 1 (Web Design)
- Service 2 (Branding)
- Service 3 (Social Media Management)
- Business growth / marketing



STEP 2

Colour-Code Everything

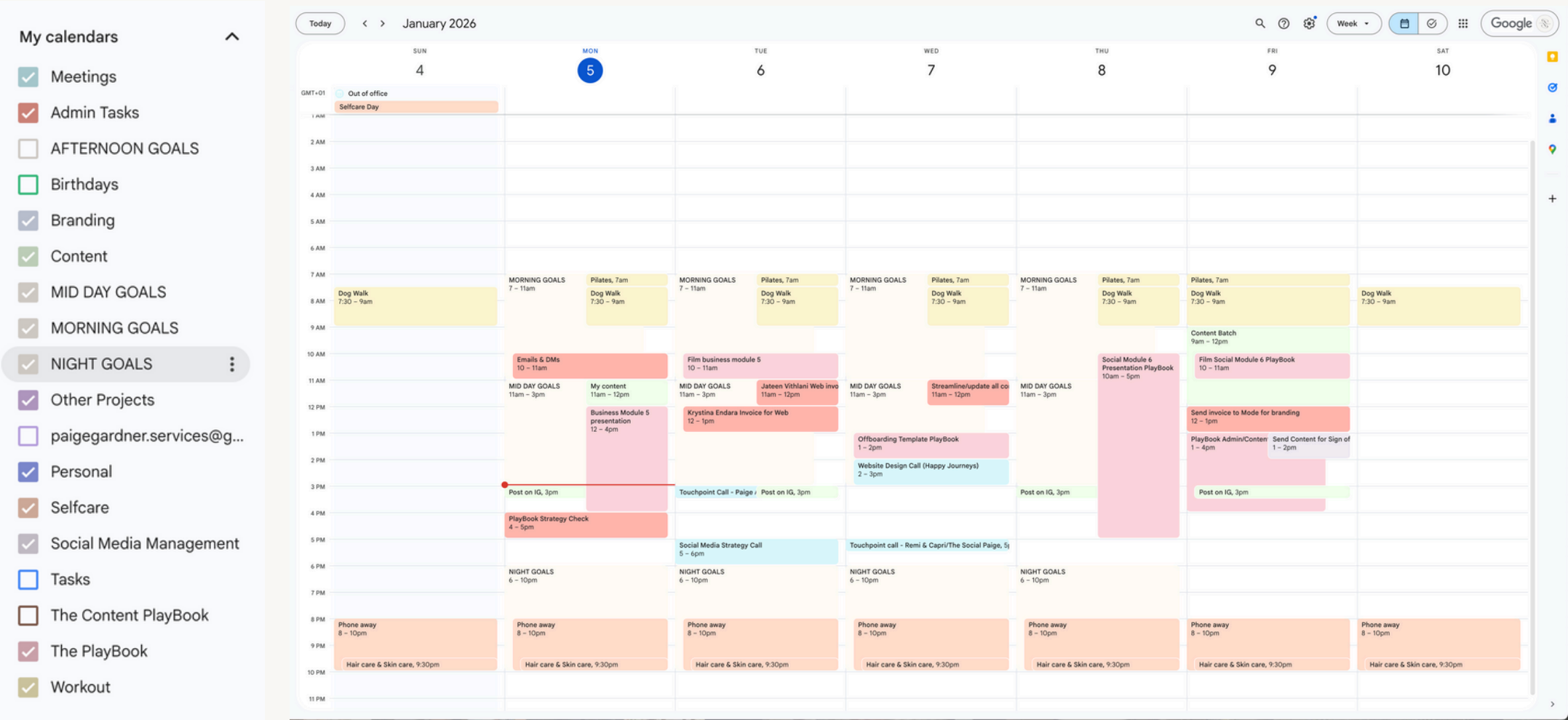
- Admin - pink
- Content Creation - blue
- Calls / Meetings - green
- Service 1 (Web Design) - yellow
- Service 2 (Branding) - orange
- Service 3 (Social Media Management) - purple
- Business growth / Marketing - red



STEP 3

Assign “Theme Days”

- Monday: Admin
- Tuesday: Service 1 (client work) +Meetings
- Wednesday: Service 2 (client work) + Meetings
- Thursday: Service 3 (client work) + Meetings
- Friday: Business growth / Marketing



STEP 4

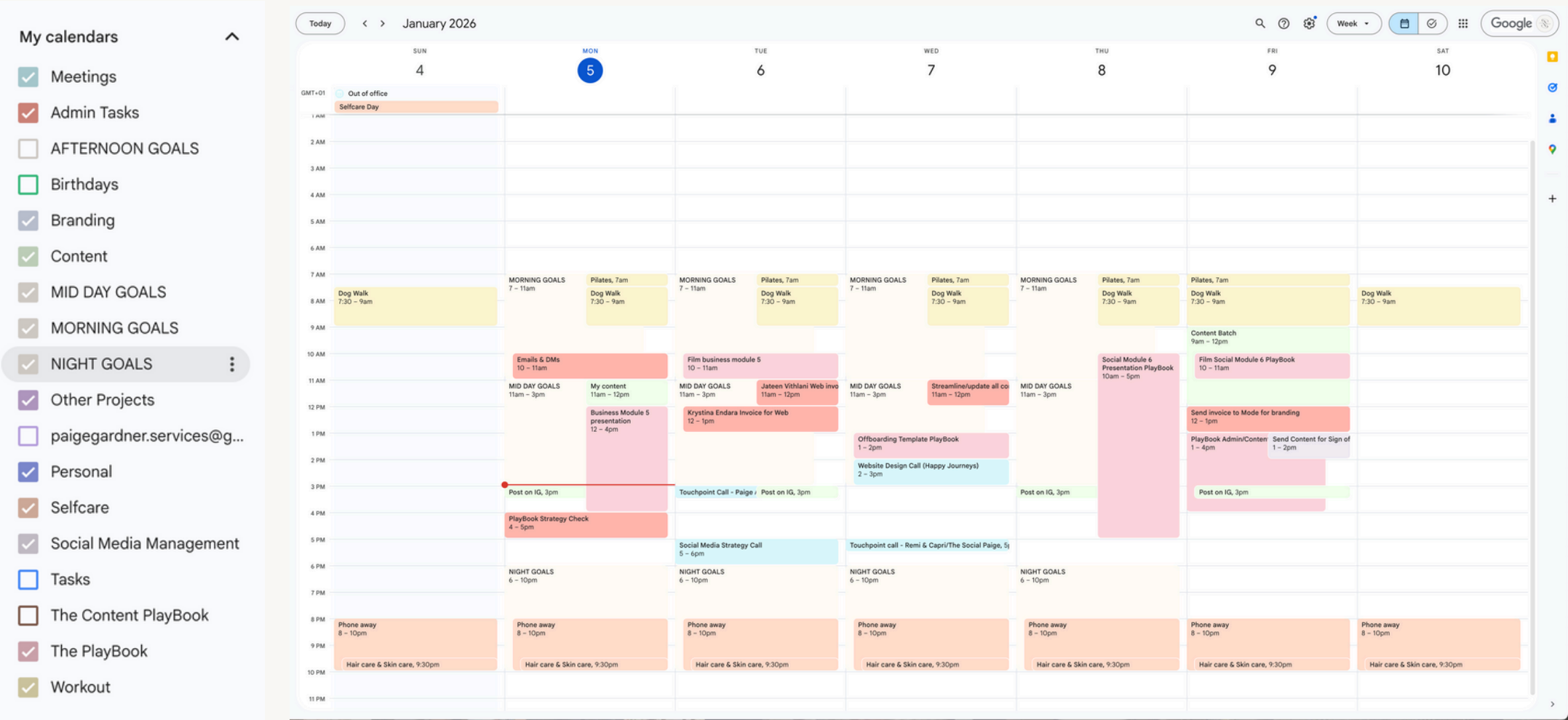
Time Block With Durations

Every task gets a start + end time.

Not:  
“Work on client stuff”

- But:
- 10:00–12:00 Client A content
  - 1:00–2:30 Brand design revisions
  - 3:00–4:00 Emails + admin

You stop when the block ends.

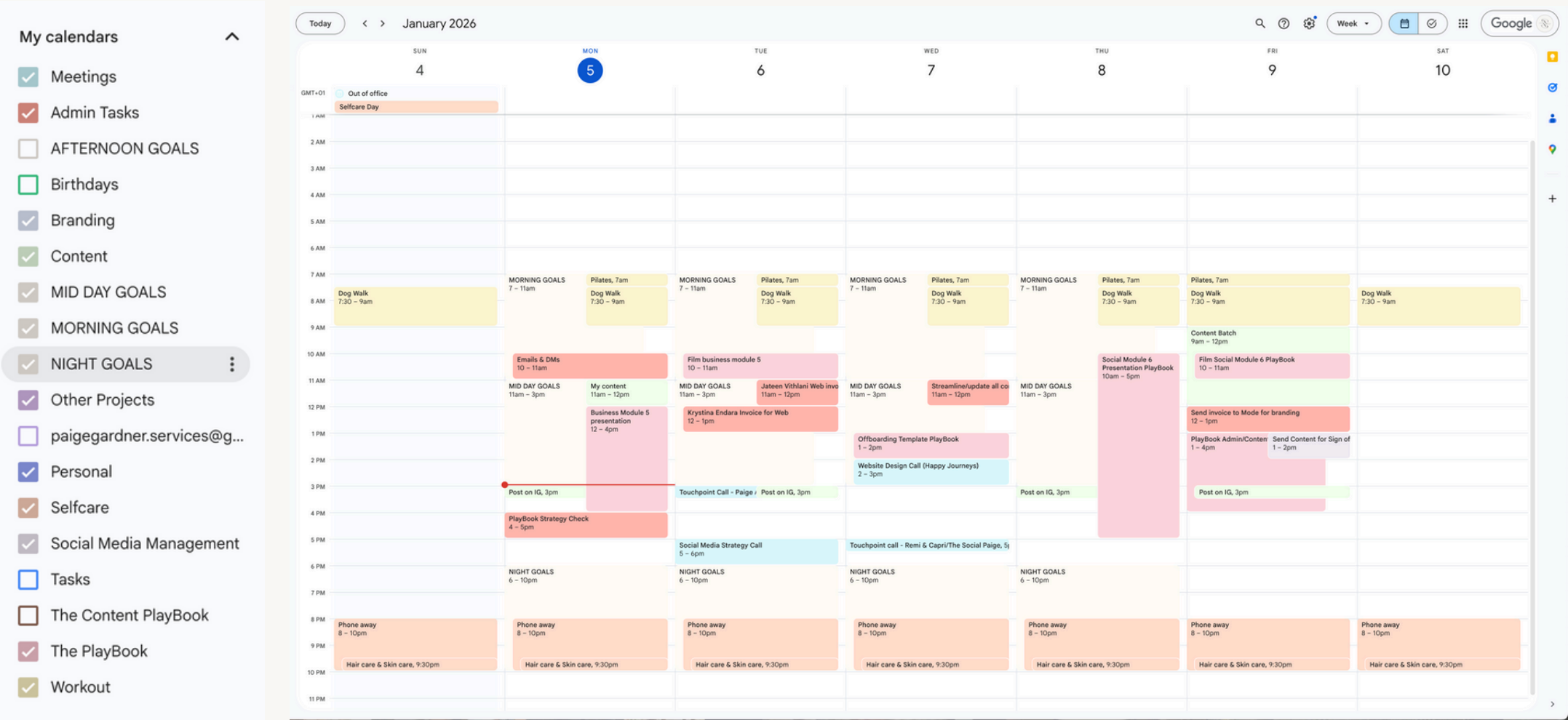


ADMIN DAY

- Emails / DMs
- Invoices / Contracts
- Website updates
- Systems cleanup
- Backend work

BUSINESS GROWTH

- Content creation
- Marketing strategy
- Offers
- Analytics
- Learning a new skill



BOOKINGS PER MONTH

*WITH A TEAM*

- 1 Website
- 1 Full Branding
- Oversee 10 SMM clients

*WITHOUT*

- 1 Mini Brand Identity
- Manage 5 Social Media Clients

# Your PlayBook Practice

ACTION TASK



# YOUR PLAYBOOK PRACTICE

*Take 10–15 minutes to action this*

## 1. Spot the friction

Where do you feel the most overwhelm right now?

(Scheduling, clients, payments, admin, website)

## 2. Audit your tools

List what you use for scheduling, projects, payments, and your website.

Next to each, write: keep / fix / replace.

## 3. Pick ONE system to improve

Which system would make the biggest difference if cleaned up?



Paige.

# Turn the Paige

AND FOLLOW THE PLAYBOOK

NEXT UP: BUILDING A SUPPORT SYSTEM