

FITFLOW BONUS ASSET · 12-ITEM SELF-ASSESSMENT

Admin Delegation Readiness Checklist

A 5-minute self-assessment organized by the 3-layer delegation model: Automate First, Delegate Next, Keep Forever.

COMPANION ARTICLE

The Hidden Cost of Admin Work

FRAMEWORK

3-Layer Delegation Model

ITEMS

12 statements

COMPLETION TIME

~5 minutes

PAIR WITH

Admin Time Audit Spreadsheet

OUTPUT

Weekly cost of unaddressed admin

Individual results vary based on client volume, business model, and implementation. Weekly cost estimates are directional; use your Admin Time Audit Spreadsheet results for personalized figures.

Admin Delegation Readiness Checklist

Lead Magnet: Admin Time Audit Spreadsheet (Bonus Asset)

Article: The Hidden Cost of Admin Work: Every Non-Billable Hour Is Costing You More Than You Think

Framework: 3-Layer Delegation Model

Completion Time: 5 minutes

Disclaimer: Individual results vary based on client volume, business model, and implementation. Weekly cost estimates are directional; use your Admin Time Audit Spreadsheet results for personalized figures.

How to Use This Checklist

For each item, answer honestly: **Yes** (you have this handled) or **No** (you are still doing this manually or not at all). For every "No," estimate how many minutes per week this task costs you. At the end, total your estimated weekly cost to see the potential opportunity.

Your billed hourly rate for cost calculation: \$___/hour

Layer 1: Automate First

These are high-frequency, low-judgment tasks. Software handles them better than humans. They should be the first things you stop doing manually.

1. Recurring Billing

Statement: My clients are billed automatically on a recurring schedule. I never manually send invoices or chase payments for regular session packages.

- Yes — This is automated
- No — I still handle this manually

If No, estimated weekly time spent: ___ minutes

Estimated weekly cost: ___ minutes x (\$___/hr / 60) = \$___

Why automate first: Every manual invoice is a billing event that scales linearly with client count. At 30 clients, that is 30 billing conversations per month you should not be having. Automated recurring

billing also removes you from the money conversation, which protects the trainer-client relationship.

2. Session Reminders

Statement: My clients receive automated reminders (email, SMS, or app notification) before every session. I do not manually text or call clients to confirm appointments.

- Yes — This is automated
- No — I still handle this manually

If No, estimated weekly time spent: ___ minutes

Estimated weekly cost: ___ minutes x (\$___/hr / 60) = \$___

Why automate first: Automated reminders reduce no-shows by an estimated 38% (Koalendar data). Each no-show costs you a full session of revenue plus follow-up time. This is one of the highest-ROI automations available.

3. Program Delivery

Statement: Clients receive their workout programs automatically through an app or platform. I do not email PDFs, text screenshots, or print paper programs.

- Yes — This is automated
- No — I still handle this manually

If No, estimated weekly time spent: ___ minutes

Estimated weekly cost: ___ minutes x (\$___/hr / 60) = \$___

Why automate first: Manual program delivery (creating PDFs, emailing files, re-sending when clients lose them) scales terribly. A platform that delivers programs automatically also tracks completion, which gives you data you would not otherwise have.

4. Progress Check-Ins

Statement: Clients receive automated check-in prompts (weekly or biweekly) that collect progress data I can review. I do not individually text each client asking for updates.

- Yes — This is automated
- No — I still handle this manually

If No, estimated weekly time spent: ___ minutes

Estimated weekly cost: ___ minutes x (\$___/hr / 60) = \$___

Why automate first: At 20+ clients, manual check-ins become a 3-5 hour weekly task. Automated prompts standardize the data you receive and ensure no client falls through the cracks — which is the real risk at scale.

Layer 2: Delegate Next

These tasks require some judgment or personalization but can be handled by a VA, templated, or partially automated. They are the second tier of delegation.

5. Scheduling and Rescheduling

Statement: Clients book and reschedule through an online system. I do not coordinate availability via text, DM, or phone calls.

- Yes — This is delegated/automated
- No — I still coordinate manually

If No, estimated weekly time spent: ___ minutes

Estimated weekly cost: ___ minutes x (\$___/hr / 60) = \$___

Why delegate next: Scheduling is the single largest admin time sink for most trainers (estimated 3-5 hours/week at 15-30 clients). Self-service booking eliminates the back-and-forth entirely. If full automation is not possible (e.g., complex multi-location scheduling), a VA can handle the coordination.

6. Invoice Follow-Ups

Statement: When payments fail or packages expire, an automated system handles the follow-up. I do not personally reach out to clients about payment issues.

- Yes — This is delegated/automated
- No — I still handle this manually

If No, estimated weekly time spent: ___ minutes

Estimated weekly cost: ___ minutes x (\$___/hr / 60) = \$___

Why delegate next: Payment follow-up is emotionally draining and damages rapport. Automated dunning sequences (failed payment retries + escalation emails) or a VA handle this without putting you in the awkward position of asking clients for money.

7. Social Content Creation

Statement: I have a system for social media content — templates, a content calendar, batched creation, or a delegated creator. I do not create posts ad hoc throughout the week.

- Yes — This is delegated/systematized
- No — I create content ad hoc

If No, estimated weekly time spent: ___ minutes

Estimated weekly cost: ___ minutes x (\$___/hr / 60) = \$___

Why delegate next: Marketing content is important but rarely urgent. It is the task most likely to bleed into training hours because it feels productive. Templates, batch creation sessions, or a \$15-\$20/hr VA can handle 80% of content execution while you provide the ideas and personal voice.

8. Routine Email Responses

Statement: I use templates, canned responses, or a VA for common client questions (pricing, availability, policies, getting started). I do not write the same email from scratch repeatedly.

- Yes — This is delegated/templated
- No — I write most responses from scratch

If No, estimated weekly time spent: ___ minutes

Estimated weekly cost: ___ minutes x (\$___/hr / 60) = \$___

Why delegate next: Most client emails fall into 5-10 categories. Templates for each category (with personal touches) cut response time by an estimated 60-70%. A VA can handle initial responses and escalate only the ones that need your personal attention.

Layer 3: Keep Forever

These are non-delegable. They require your expertise, judgment, relationship, and presence. If you are spending significant time on these, that is correct — they are the reason clients pay your rate.

9. Training Delivery

Statement: I personally deliver training sessions and am fully present during them. This is the core of what I do and what clients pay for.

- Yes — I protect this time
- No — Admin frequently bleeds into training time

If No, estimated weekly impact: ____ minutes of distracted or interrupted training

Estimated weekly cost to client experience: Difficult to quantify, but high

Why keep forever: This is your billable hour. Every minute of admin that bleeds into session time degrades the client experience and your professional reputation. Protecting training time is the reason you automate and delegate everything else.

10. Relationship Building

Statement: I invest time in genuine relationship building with clients — knowing their lives, celebrating milestones, adapting to their emotional state. This is intentional, not incidental.

- Yes — I do this intentionally
- No — I am too busy with admin to invest in relationships

If No, estimated weekly impact: ____ minutes of relationship time lost to admin

Estimated cost: Client retention is directly correlated with relationship quality. Each lost client costs you their lifetime value.

Why keep forever: Client retention is the single highest-leverage activity in a training business. Clients stay because of the relationship, not the program. Every hour you reclaim from admin can be invested here — and the ROI dwarfs any single session rate.

11. Assessment and Custom Programming

Statement: I personally conduct assessments and design programs for clients with complex needs, injuries, or specific goals. I do not template-only these clients.

- Yes — I handle these personally
- No — I use the same approach for everyone due to time constraints

If No, estimated weekly impact: ____ minutes of programming time sacrificed

Estimated cost: Sub-optimal programs lead to sub-optimal results, which lead to client churn.

Why keep forever: This is where your professional expertise creates the most value. Template libraries handle the routine; your brain handles the complex. Protecting this time ensures your highest-need clients get your best work.

12. Sensitive Client Communication

Statement: I personally handle conversations about injuries, frustrations, plateaus, financial difficulties, and other sensitive topics. These never go to a VA or automated system.

- Yes — I handle these personally
- No — I sometimes delay or avoid these conversations because I am overwhelmed

If No, estimated weekly impact: ___ delayed conversations

Estimated cost: Each unaddressed sensitive issue increases the probability of client dropout.

Why keep forever: These conversations are the moments that define client trust. A delayed response to a client struggling with an injury or a financial hardship can end the relationship. Automating everything else exists to protect your capacity for these moments.

Your Results

Summary

LAYER	ITEMS	"YES" COUNT	"NO" COUNT	ESTIMATED WEEKLY COST OF "NO" ITEMS
Automate First (1-4)	4	___	___	\$___
Delegate Next (5-8)	4	___	___	\$___
Keep Forever (9-12)	4	___	___	N/A (protect, do not delegate)
Total	12	___	___	\$___/week

Estimated Monthly Cost of Unaddressed Items

\$___ /week x 4.33 = \$___ /month

Estimated Annual Cost of Unaddressed Items

\$___ /month x 12 = \$___ /year

Interpretation Guide

8-12 "Yes" answers: Your admin infrastructure is strong. Focus on optimizing the remaining gaps and protecting Layer 3 time. You may be ready to scale your client base or raise your rates.

4-7 "Yes" answers: You have foundational systems but significant admin is still eating your hours. Start with Layer 1 (Automate First) — these have the highest ROI and lowest implementation barrier. Your Admin Time Audit Spreadsheet results will show you exactly which categories to prioritize.

0-3 "Yes" answers: Admin is likely a major drag on your revenue and energy. The good news: every "No" is an opportunity. Start with items 1-2 (recurring billing + session reminders) — they can be implemented this week and the impact is immediate.

Next Step

Pair this checklist with your **Admin Time Audit Spreadsheet** results. The spreadsheet gives you the exact dollar cost; this checklist tells you the delegation layer and implementation sequence.

Recommended action sequence:

1. Automate billing (Layer 1, Item 1) — can be live within a week
2. Automate session reminders (Layer 1, Item 2) — same-day setup with most platforms
3. Set up online booking (Layer 2, Item 5) — eliminates the largest time sink
4. Review your Admin Time Audit results after 30 days to measure the impact

Disclaimer: All cost estimates are directional and based on your self-reported inputs. Individual results vary based on client volume, business model, market demand, and implementation quality. This checklist is an educational tool, not financial advice.