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FREE GUIDE

FOR CEOS AND FOUNDERS

The CEO's Weekly Reset

15 tasks you can hand off this week, and get your hours back.

Inbox & calendar	Money & admin	Content & brand	Team & hiring	Personal
3 tasks	3 tasks	3 tasks	3 tasks	3 tasks



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HOW TO USE THIS

10 minutes. 3 steps.

Grab a pen or a tablet. Be honest, nobody else sees it.

1



Tick it

Tick every task you still do yourself, even if only sometimes.

2



Add up the time

Each task shows a rough weekly time. Add up your ticks on page 5.

3



Hand off your top 3

Pick the three that drain you most, and pass them on this week.



The times are rough estimates. Adjust them to fit your week.

Tick if you still do it ~1 hr Rough time per week

Inbox & calendar

1–3

☐	01	Sort your inbox and draft replies You only read, tweak and send	~3 hr
☐	02	Book, move and confirm meetings Across time zones, with reminders	~1.5 hr
☐	03	A one-page brief before key calls Who, why, and what you need	~1 hr

Money & admin

4–6

☐	04	Chase unpaid invoices Friendly reminders, on a schedule	~1 hr
☐	05	Log receipts for your bookkeeper Snapped, named and filed	~1 hr
☐	06	Renewals, subscriptions and vendors Nothing lapses, nothing double-bills	~30 min

Content & brand

7–9

☐	07	Turn one idea into a week of posts Written, designed and scheduled	~2 hr
☐	08	Edit short videos with captions Ready for Reels, Shorts and LinkedIn	~2 hr
☐	09	Small website updates Text, photos, dates and banners	~1 hr

Tick if you still do it ~1 hr Rough time per week

Team & hiring

10-12

☐	10	Post jobs and screen first-round applicants You only meet the best few	~2 hr
☐	11	Meeting notes and the action list Sent to everyone the same day	~1 hr
☐	12	Keep the team's to-do tracker current Owners, due dates, gentle nudges	~1 hr

Personal

13-15

☐	13	Travel: flights, hotels and a day plan One clean itinerary on your phone	~1 hr
☐	14	Gifts, cards and important dates Remembered and sent on time	~30 min
☐	15	Personal appointments and errands Doctor, car, home, family logistics	~1 hr

✓ Done ticking? Turn the page and add up your time.

YOUR HAND-OFF SCORE

Add up your ticks.

Hours you could get back each week ____ hr

0 – 3 HRS

Light

You're in good shape.

Hand off the one task you dread most.

4 – 9 HRS

Busy

Up to a full workday.

Hand off your top 3 this week and see how it feels.

10+ HRS

Heavy

You need a partner.

That's steady part-time help. Let's talk it through.

My top 3 to hand off this week

1 _____

2 _____

3 _____

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YOUR NEXT STEP

Want these off your plate?

I'm Ping, an executive assistant who also makes your content.
Tell me your top 3 and I'll show you how I'd take them over.

Inbox, calendar and admin

Videos, posts and website

Finding the people you're missing

Book a free 30-min call →



Ping Laurito
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