

THE REPLACEYOURSELF TOOLKIT

A fill-in-the-blanks toolkit for nomad founders to score what to delegate, pick three weekly handoffs, and run a 12-week plan with tight Ops/QA/Sales cadences. Designed for AI-assisted, async teams that need results next week, not someday.

FROM EPISODE

[STOP BEING THE BOTTLENECK: SCORECARD + CADENCES TO REPLACE YOURSELF](#)

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Use this toolkit to graduate from operator to owner in 12 weeks. Flow: 1) Score every role you touch (5–10 minutes). 2) Pick three weekly handoffs with the highest priority score. 3) Generate your 12-Week Owner Plan. 4) Drop the operating cadences on your calendar. 5) Post a lightweight public commitment to lock in follow-through. Defaults are tuned for AI-assisted, async teams that must pass the “Lisbon Test” (works on sketchy Wi-Fi + without you online).

1) REPLACE YOURSELF SCORECARD

Copy this block into your doc and add one row per role or recurring job you personally touch.

SOP Maturity (1–5): 1=Initial, 2=Managed, 3=Defined, 4=Quantitatively Managed, 5=Optimizing.

QA Coverage %: Share of outputs that pass your QA wall (automated rubric + human sampling).

Handoff Risk: Low/Medium/High (consider customer impact, compliance, brand risk).

Named Backup: Person who can cover this seat for ≥ 2 weeks.

Handoff Priority Score (HPS) — use this to rank handoffs this quarter:

- HPS = (Hours/Week $\times$ 2) + SOP Maturity (1–5) + QA Tier (1–5) – Risk Tier (Low=1, Med=2, High=3)
- QA Tier mapping: 0–25%=1, 26–50%=2, 51–75%=3, 76–90%=4, 91–100%=5

Recommended thresholds to delegate now: SOP ≥ 3 , QA $\geq 60\%$, Risk $\neq$ High.

Template (add rows as needed):

Role/Seat	Critical Tasks	Hours/Week You Do	SOP Maturity (1–5)	QA Coverage %	Named Backup	Handoff Risk (L/M/H)	Acceptance Thresholds	Next SOP/QA Upgrade	HPS
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[ROLE/SEAT]	[TOP 3 TASKS]	[HRS/WK]	[1–5]	[0–100]	[BACKUP NAME]	[L/M/H]	[E.g., " $\geq 90\%$ rubric score, CSAT $\geq 4.3/5$, zero critical errors"]	[E.g., "Add golden set of 25 items; tighten tone rubric"]	[AUTO]

Quick example (for reference — delete after you copy):

- Role: Content Editing; Hours: 6; SOP: 3; QA: 70% (Tier=3); Risk: Medium (Tier=2).
HPS = $(6 \times 2) + 3 + 3 - 2 = 13 \rightarrow$ likely one of your three handoffs.

2) 12WEEK OWNER PLAN GENERATOR

Use this to turn your top three HPS items into a 12-week execution plan with a weekly cadence. Keep it owner-level: outcomes, KPIs, and commitments.

Header

- Owner: [YOUR NAME]
- Start Week (Mon date): [YYYY-MM-DD]
- Three Focus Handoffs: [HANDOFF #1], [HANDOFF #2], [HANDOFF #3]
- Guardrails (Lisbon Test): [E.g., "All workflows run headless; Slack-only updates; offline fallback checklist stored in Notion"]

Weekly KPIs (set targets once; review weekly)

- KPI-1: [NAME] → Target [VALUE/UNIT] (Owner: [NAME])
- KPI-2: [NAME] → Target [VALUE/UNIT] (Owner: [NAME])
- KPI-3: [NAME] → Target [VALUE/UNIT] (Owner: [NAME])

Suggested KPIs by archetype

- Content Ops: [Pieces Shipped/Wk], [Draft→Publish Cycle Time (days)], [QA Pass %], [Edit Rejection %]
- RevOps: [Pipeline Coverage × Win-Rate], [Time-in-Stage (days)], [Meeting→Opportunity %]
- Support: [Deflection/AI-Resolution %], [FRT (mins)], [FCR %], [CSAT]

Weekly Accountability Meeting (WAM)

- Day/Time/Zone: [E.g., Tue 08:30 CET]
- Partner(s): [NAME/EMAIL]
- Red/Amber/Green Snapshot fields: [KPI-1], [KPI-2], [KPI-3], [Confidence 1–5]

12-Week Planner (copy/paste block; keep to 3 commitments/week)

- Week 01: Focus [HANDOFF], Commitments [C1], [C2], [C3]; Risk [TOP RISK]; Mitigation [ACTION]; Win Definition [METRIC + THRESHOLD]
- Week 02: Focus [HANDOFF], Commitments [C1], [C2], [C3]; ...
- Week 03: ...
- Week 04: ...
- Week 05: ...
- Week 06: Midpoint Review — What's green/amber/red? [NOTES]. Adjust targets if needed.
- Week 07–11: Execute the next SOP/QA upgrades and scale handoffs.
- Week 12: Final Review — Hours freed [EST HRS/WK]; Margin delta [EST %]; What becomes your next three handoffs? [LIST]

3) OPERATING CADENCE CALENDAR (WITH AGENDAS)

Drop these three standing meetings on your calendar now. Keep them lean and exceptions-only.

A. Ops Level-10 (L10) — Weekly, 45–60 minutes

- When: [DAY/TIME/TZ]
- Attendees: [OWNER], [OPS], [BACKUPS]
- Agenda (time-boxed): Check-in (5) → Scorecard (10) → Rock/Goal Review (10) → Issues/Decisions (15–25) → To-Dos (5) → Ratings (1)
-

Yourself

Scorecard measurables (5–10): [KPI-1], [KPI-2], [KPI-3], [On-time To-Dos %], [Bugs Open], [Cash Runway]

B. QA Wall Review — Weekly, 30 minutes

- When: [DAY/TIME/TZ]
- Inputs: [LLM rubric scores], [Golden-set replay results], [5–10% human sample]
- Agenda: Exceptions list → Top fails by rubric → Root causes → "Stay/Go" decision vs. thresholds → Update golden set → Assign fixes
- Default thresholds: [QA Score ≥ 0.85], [Critical error rate = 0], [Sampling: 10% or min 10 items]

C. Sales Forecast — Weekly, 30 minutes (intensify last week of period)

- When: [DAY/TIME/TZ]
- Attendees: [OWNER], [AE/CSM], [RevOps]
- Agenda: Pipeline coverage vs. win-rate → Deal inspection (top 5 by risk) → Next actions by owner → Risks/assumptions log → Commit/Best Case
- Defaults: [Coverage target = $1/\text{Win-Rate}$; e.g., $4\times$ for 25% WR], [Next-step date required on all Stage ≥ 2 deals]

Async + Low-Wi-Fi fallback

- Pre-reads delivered by [DEADLINE HRS BEFORE].
- If video fails: post RAG (Red/Amber/Green) snapshot + decisions in [TOOL] with @mentions.
- Decisions are logged in [DECISIONS DOC LINK] within 24 hours.

4) QUICKSTART PRESETS (OPTIONAL)

Yourself

Use these presets if you want starting numbers. Replace anything in [BRACKETS]. "est." = directional, not a promise.

A. Content Ops (Blog/Email/Social)

- Weekly KPIs: Pieces Shipped [TARGET: 3], Draft→Publish Cycle Time [≤ 3 days], QA Pass % [$\geq 90\%$], Edit Rejection % [$\leq 10\%$]
- Handoffs: [Outlining], [First Draft], [Repurposing to 3 snippets]
- Risks: [Tone drift], [Source attribution]
- QA Wall: [Tone rubric 1–5], [Citation check], [Brand banlist]
- Outcome (est.): Hours freed [6–10 hrs/wk]; Margin lift [+5–12%] from higher throughput and fewer edits.

B. RevOps (CRM Hygiene + Forecast)

- Weekly KPIs: Pipeline Coverage×Win-Rate [≥ 1.0], Time-in-Stage [≤ 7 days], Meeting→Opportunity % [$\geq 25\%$]
- Handoffs: [Auto-research + enrichment], [Lead routing], [Weekly forecast prep]
- Risks: [Bad enrichment], [Duplicate records]
- QA Wall: [Field-level accuracy $\geq 95\%$], [No net new dupes], [All Stage ≥ 2 deals with next step]
- Outcome (est.): Hours freed [4–8 hrs/wk]; Margin lift [+3–8%] via cleaner pipeline and fewer slipped deals.

C. Support Automations (Tier-1/Tier-2)

- Weekly KPIs: AI Resolution/Deflection % [TARGET: 35–60%], FRT [≤ 2 min], FCR % [$\geq 60\%$], CSAT [$\geq 4.3/5$]
- Handoffs: [FAQ answers], [Order status], [Basic troubleshooting]
- Risks: [Policy hallucination], [Edge-case misroutes]

Yourself

- QA Wall: [Golden set of 50 intents], [Escalation SLA ≤ 10 mins on red flags], [Sample 10% transcripts]
- Outcome (est.): Hours freed [8–20 hrs/wk]; Margin lift [+6–15%] via lower ticket load and faster resolution.

5) LIGHTWEIGHT PUBLIC COMMITMENT FORM

This makes your plan real and keeps you honest. Copy, fill, and post to your accountability channel (or send via email).

Commitment Summary

- Name: [YOUR NAME]
- Company/Project: [NAME]
- Start–End: [YYYY-MM-DD] → [YYYY-MM-DD]
- Three Weekly Handoffs: [#1], [#2], [#3]
- Weekly KPIs + Targets: [KPI-1 → TARGET], [KPI-2 → TARGET], [KPI-3 → TARGET]
- WAM Day/Time/Zone: [E.g., Tue 08:30 CET]
- Accountability Partner(s): [NAME/EMAIL]
- Public Link (optional): [URL to live scorecard]

Auto-email (paste into your email tool or automation)

- To: [ACCOUNTABILITY-PARTNER@EMAIL]
- Subject: [12-Week Owner Plan — Week [##] Check-in]

Yourself

- Body:
"RAG: [KPI-1: R/A/G], [KPI-2: R/A/G], [KPI-3: R/A/G].
What I shipped: [3 bullets].
What slipped: [1–2 bullets] → fix by [DATE].
Ask/Blockers: [LIST].
Next week's 3 commits: [C1], [C2], [C3]."

Social blurb (optional)

- "Posting my 12-week owner plan so I can't hide: [3 handoffs] → weekly KPIs [LIST]. Check me on [DAY/TIME/TZ]. #BuildInPublic #Alops"

6) QA WALL RUBRIC TEMPLATE

Use this to define how "good" looks before you hand off. Pair an automated rubric ("LLM-as-judge") with human sampling and a golden set.

Rubric (edit/expand as needed)

- Accuracy: [0–1 score] → Fail if <[0.85]
- Policy/Compliance: [Pass/Fail] → Any Fail = Critical Fail
- Tone/Brand Fit: [1–5] → Min [4]
- Completeness: [1–5] → Min [4]
- Source Attribution (if applicable): [Pass/Fail] → Any Fail = Critical Fail

Coverage Plan

- Golden Set Size: [25–100 items] covering [TOP INTENTS/EDGE CASES]
- Weekly Replay: [DAY/TIME]; Success = [≥90% pass] and [0 critical fails]

Yourself

- Human Sampling: [5–10% or min 10 items], reviewer [NAME/ROLE]
- Stay/Go Rule: If two consecutive weeks are below thresholds, [ROLL BACK CHANGE] and [OPEN ISSUE IN L10]

Evidence Log (paste links)

- Rubric Scores Dashboard: [URL]
- Golden Set Location: [URL]
- Last 4 QA Wall decisions: [URL]