



KITELINE BUSINESS OWNER'S LIFELINE CHECKLIST

Plug the gaps. Protect your time. Build the business that supports your life.

1. Inbox & Communication Filters

- ☐ I have filters or rules to automatically sort low-priority emails
 - ☐ I delegate inbox management or batch process communication
 - ☐ I use tools to reduce context-switching (e.g., Slack > email threads)
 - ☐ My calendar includes buffer time for deep work
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2. Decision Fatigue Reducers

- ☐ I use templates or SOPs to avoid reinventing the wheel
 - ☐ My team knows which decisions require my input (and which don't)
 - ☐ I have approval workflows for recurring processes
 - ☐ I have fewer than 5 recurring decisions that land only on me
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3. Recurring Review Rhythms

- ☐ I review key metrics weekly (not just at tax time)
 - ☐ I have a dashboard for team or contractor performance
 - ☐ I hold (or delegate) a weekly review to catch small issues early
 - ☐ I reflect on what's working—and what's not—at least monthly
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4. Backlog → Action Conversion

- ☐ I use one centralized place to capture all ideas, tasks, and requests
 - ☐ I have a process to sort, prioritize, and delegate weekly
 - ☐ No "floating tasks" live only in my head or email
 - ☐ My backlog never dictates my week—my plan does
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5. Burnout Red Flags

- ☐ I regularly take full days off without checking messages
 - ☐ I've taken a vacation in the past 6 months (and didn't panic)
 - ☐ I know who to call for help when I feel overwhelmed
 - ☐ I don't feel like the whole business would collapse without me
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If you checked fewer than 12 boxes:

You're still carrying too much.

Let's lighten your load before it costs you your clarity—or your health.

Schedule a free 45-minute strategy session at kiteline.co

We'll pinpoint where the leaks are—and help you build your lifeline.