

# 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.

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## | CONTENTS

- 1) Replace-Yourself Scorecard
  - 2) 12-Week Owner Plan Generator
  - 3) Operating Cadence Calendar (with agendas)
  - 4) Quick-Start Presets (optional)
  - 5) Lightweight Public-Commitment Form
  - 6) QA Wall Rubric Template
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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).

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## | 1) REPLACEYOURSELF 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  $\geq 2$  weeks.

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

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

Recommended thresholds to delegate now: SOP  $\geq 3$ , 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 |  
|---|---|---:|---:|---:|---:|---|---|---:|  
| [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.

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## 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]

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## **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)
- 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  $\geq 0.85$ ], [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/Win-Rate; e.g., 4× for 25% WR], [Next-step date required on all Stage  $\geq 2$  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.

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## 4) QUICKSTART PRESETS (OPTIONAL)

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

### A. Content Ops (Blog/Email/Social)

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Weekly KPIs: Pieces Shipped [TARGET: 3], Draft→Publish Cycle Time [ $\leq 3$  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 $\times$ Win-Rate [ $\geq 1.0$ ], Time-in-Stage [ $\leq 7$  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  $\geq 2$  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 [ $\leq 2$  min], FCR % [ $\geq 60\%$ ], CSAT [ $\geq 4.3/5$ ]
- Handoffs: [FAQ answers], [Order status], [Basic troubleshooting]
- Risks: [Policy hallucination], [Edge-case misroutes]
- QA Wall: [Golden set of 50 intents], [Escalation SLA  $\leq 10$  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.
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## 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]
- 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"

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## 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 =  $[\geq 90\% \text{ pass}]$  and [0 critical fails]
- Human Sampling: [5–10% or min 10 items], reviewer [NAME/ROLE]
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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]