

How Are You Spending Your Time And Energy?

- 1. Make a list
- 2. Eliminate
- 3. Automate
- 4. Delegate
- 5. Re-Evaluate

Time Saved

156 hrs/year

520 hrs/year

3 hrs/ week

10 hrs/ week

My Integrator Journey

Became an Executive **Assistant**

Marketing Director & Consultant

Stu's Executive **Assistant**

Jamie's Executive Assistant

TAC Head of **Operations** & Integrator

Consulted Visionaries & Integrators

Started Freelance Part-Time Integration

Timeline •



2010

2015

Learned about project management 2017



2018

Learned to take ownership over assistant projects + started doing operations

2019



Took the V/I Assessment + Learned that I'm an Integrator!

2021



Started

helping

s find and

integrator

utilize their

entrepreneur

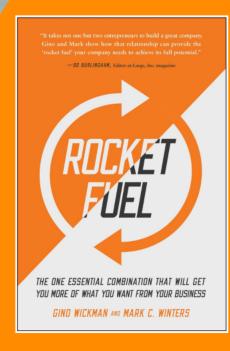
not all businesses need a full time integrator!

2022

Realized that

Learned to get stuff done quickly + efficiently + say yes to everything

Rocket Fuel



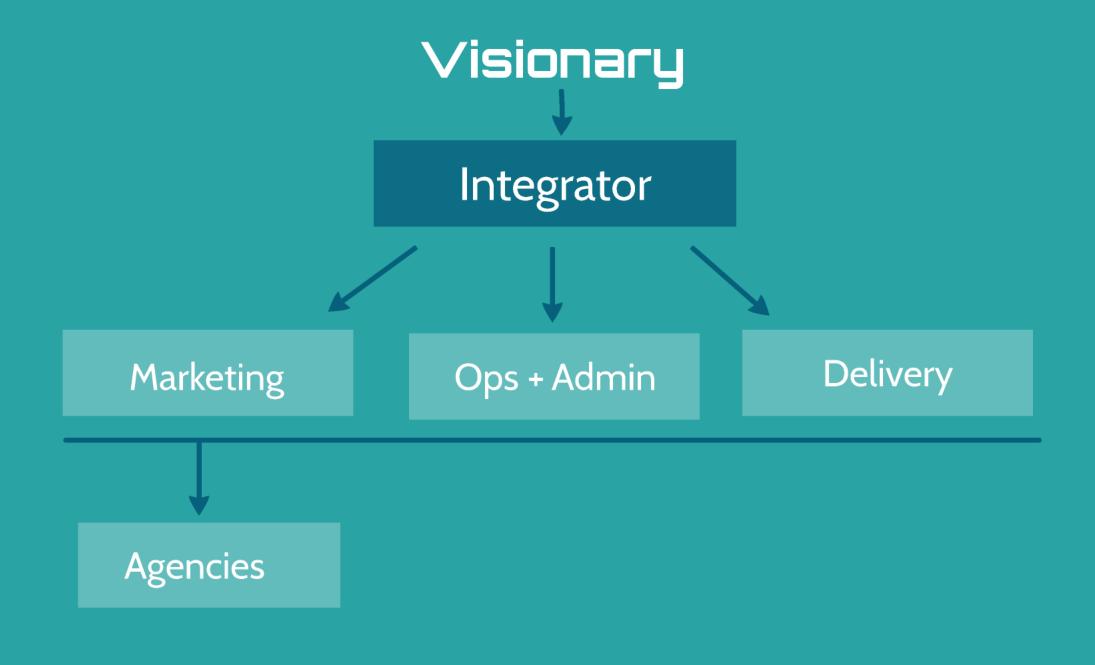


"The Integrator creates organizational clarity, communication, and consistency; typically (but not always) operates more on logic; drives results; forces resolution, focus, team unity, prioritization and follow-through; is the filter for all of the Visionary's ideas; and helps to remove obstacles and barriers."

Traditional Accountability Chart

> Strengths And Challenges

Types of Integrators





Visionary

- Ideas, Creation, & Growth
- Big Picture Thinkers
- Company Vision Creator

 & Champion, Inspire
 Others
- Manage Big External Relationships

Integrator

- Clarity of Vision + Communication
- Accountability
- Prioritization +Follow-Through

Execution

Visionary Challenges

- Trouble Staying Focused
- ★ Too Many Ideas
- **X** Whiplash
- ★ Developing Talent
- Sweating the Details

Types of Integrators

Consultant

EOS Certified or Experienced

Implements the VT/O + EOS
Method

Foundational

Set You Up & Get You Going

Audits and Improves Systems

Part Time

Identify Bottlenecks

Manage Projects

Hold Accountable

Full Time

Right Hand Person

Runs all the Day to Day

> Long-Term Employee

Who Needs an Integrator?

- ✓ "Do it All" Entrepreneur
- Overcomplicated or Un-Scalable Businesses
- ✓ The Dreamer in Need of a Doer
- ✓ The Overwhelmed Business Owner
- ✓ A Leader Who is Ready to Let Go And Grow



Not Ready? That's Okay!

- Virtual Assistants
- Executive Assistant
- Project Manager
- Operations or Employment Consultant
- Agencies or Freelancers For One-Off Projects

Wait - What's the Diff?

OWNERSHIP + DNA

Assistant: Executes & Reports Back

Box-Checker

Integrator: Identifies, oversees, and executes, then reports back

Strategic Doer + Manager



When should you hire one?

- You are ready to let go & grow
 - You are prepared to add + manage a key player
- You can financially afford it in your business
 - You can dedicate the time to proper on-boarding
 - You're ready to focus on building the foundation for simplicity and scalability

Now What?

How can you find this rare, mythical creature and how can you make sure to set them up for success?

Who to Hire

> Where to find them

> How to Prep

After the Hire

Check the Vibe

- You "click" & it feels right
- They have knowledge + experience in your industry
- They understand your vision and is EXCITED about it!
- They communicate well with you + your team

Where can you find one?



Start Where You Are

- Post in your Groups
- Ask your Peers
- Find an Agency
- Look online or on Upwork by searching "integrator"
- Promote from within

Set Your Expectations

- Examine how you're spending your time + how it can be better spent
- Understand what kind of Integrator you're looking for remember the types
- Identify your VISION for the role
- Know what you want to accomplish goals and timelines
- Prepare yourself mentally to let go + grow
- Set aside some time to meet with them each week, especially during the discovery phase.
- Know how much you can afford spend on one

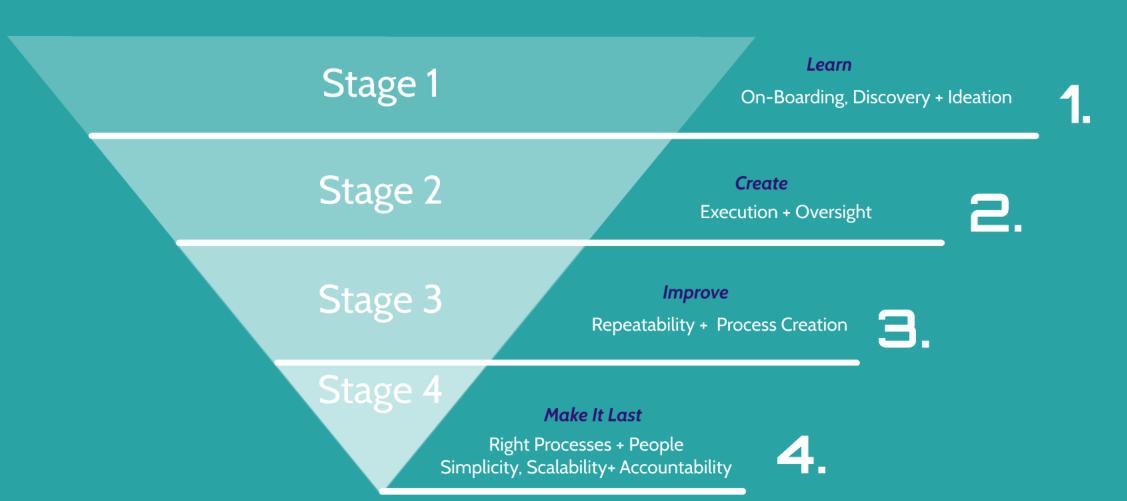
Some Things to Remember

- You can co-create goals!
 - But you should both know what success looks like.
- Things take longer than you expect
 - Especially at first and especially with an integrator who often need a lot of information in order to make processes that will last a long time.
- They will make mistakes
 - You know your vision, processes, and expectations better than anyone. They will learn them but there will be some bumps in the road.
- You will have to manage them, especially at first
 - Ask yourself how you are as a leader, and how you can get better.
- It's not always comfortable
 - Growth usually isn't, especially if you're not used to letting go, or if you expect everything to happen at warp speed
- The first one you try might not be the perfect fit
 - Don't be afraid to learn from that and try again
 - But trust your gut HIRE SLOW, FIRE FAST

On-Boarding Your Integrator

- Tell them about yourself, your business + team, your goals, your vision, and how you communicate
- Create goals + timelines together
- Set boundaries (time, energy, when/where/how to communicate)
- Check in (daily or weekly)
- Communicate expectations, disappointments, and points of confusion immediately when they come up
- Encourage and answer questions
- Rely on their expertise + give them ownership
- Determine how you want them to track hours + report progress

The Stages



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