

THE SOCIAL HIVE

BUSINESS SUPPORT ROI CALCULATOR

A simple way to work out how much of your time is being swallowed by admin — and what that time could be worth elsewhere in your business.

STEP 1 — HOW MUCH TIME ARE YOU SPENDING ON ADMIN?

List the tasks you regularly do and estimate the hours you spend on them each week.

Task	Hours / week	Hours / month
Inbox & emails	_____	_____
Bookkeeping / finance admin	_____	_____
Client follow-ups	_____	_____
Calendar / appointments	_____	_____
Files / organisation	_____	_____
Marketing admin	_____	_____
Other	_____	_____

STEP 2 — WHAT IS YOUR TIME WORTH?

If you don't have an exact figure, use the hourly value of the work you could be doing instead — selling, delivering your service, meeting clients, developing the business, or simply having protected CEO time.

My estimated value per hour: £ _____

STEP 3 — CALCULATE YOUR MONTHLY TIME VALUE

Total admin hours per week: _____

× 4.33 weeks = _____ hours per month

× £ _____ hourly value = £ _____ of monthly time value

STEP 4 — ASK THE BETTER QUESTION

If you got those hours back every month, what would you actually do with them?

- Generate more sales
- Work with more clients
- Develop a new offer

- Improve your systems
- Take evenings/weekends back
- Stop constantly catching up

YOUR DELEGATION OPPORTUNITY

Circle the tasks above that are **important but not dependent on you personally**. Those are often your best candidates for delegation.

THE SOCIAL HIVE TAKEAWAY

The cost of support isn't just an expense to compare with zero. Compare it with the value of the time you could get back — and what your business could do with it.

Want help working out what you could realistically delegate? Get in touch with The Social Hive for a conversation about ongoing executive and business support.