

# THE 4-HOUR RULE

## TIME TRACKING TEMPLATE

STOP LOSING MONEY ON LOW-VALUE TASKS

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# THE SIMPLE RULE THAT CHANGES EVERYTHING

## **THE 4-HOUR RULE:**

- ✓ Tasks taking 4+ hours monthly = DELEGATE
- ✓ Tasks under 4 hours monthly = Keep doing yourself

## **THE MATH:**

**If your hourly rate is over \$30, you're LOSING money by not delegating 4+ hour tasks!**

**REAL EXAMPLE:** Client was spending 8 hours monthly on email management

- Her rate: \$125/hour
- Her cost: \$1,000 monthly
- My cost: \$240 monthly
- Her savings: \$760 monthly (+ peace of mind!)

# THE 4 STEPS

## STEP 1

- \*Track Your Time
- \*Write down every task and how long it takes for one week

## STEP 2

- \*Calculate Monthly Time
- \*1 hour weekly = 4 hours monthly
- \*Multiply weekly totals by 4

## STEP 3

- \*Apply the 4-Hour Rule
- \*Tasks 4+ hours = DELEGATE
- \*Tasks under 4 hours = Keep

## STEP 4

- \*Do the Math
- \*Your rate  $\times$  hours = Your cost
- \*Compare to VA cost = (\$30/hour)

# WEEKLY TIME-TRACKING LOG

Task/Activity	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly Total	Monthly Total	Decision
<b>Email Management</b>	1.5h	2h	1h	2h	1.5h	0.5h	0.5h	<b>9h</b>	<b>36h</b>	DELEGATE
<b>Calendar Scheduling</b>										
<b>Social Media Posting</b>										
<b>Data Entry</b>										
<b>Customer Service</b>										
<b>Content Formatting</b>										
<b>Invoice Creation</b>										
<b>Research Tasks</b>										
<b>Travel Planning</b>										
<b>Report Creation</b>										

# CALCULATE YOUR ROI

YOUR HOURLY RATE: \$ \_\_\_\_\_

TASK HOURS MONTHLY: \_\_\_\_\_

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YOUR COST: \$ \_\_\_\_\_ monthly  
(Your rate × monthly hours)

VA COST: \$ \_\_\_\_\_ monthly  
(Task hours × \$30)

YOUR SAVINGS: \$ \_\_\_\_\_ monthly

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DECISION: \_\_\_\_\_

## QUICK REFERENCE

If your hourly rate is \$100:

- 4 hours monthly costs you \$400
- VA costs \$120
- You save \$280 monthly

# TASKS THAT ADD UP FAST

## EMAIL MANAGEMENT

- 6-10 hours monthly
- Reading & responding
  - Organizing folders
  - Follow-up tracking

## CALENDAR SCHEDULING

- 4-6 hours monthly
- Appointment setting
  - Rescheduling conflicts
  - Confirmation calls

## DATA ENTRY

- 3-8 hours monthly
- CRM updates
  - Spreadsheet work
  - Database management

## CUSTOMER SERVICE

- 5-12 hours monthly
- Chat support-
  - Ticket responses
  - Client inquiries

## CONTENT FORMATTING

- 4-8 hours monthly
- Blog post formatting
  - Social media prep
  - Document creation

## RESEARCH TASKS

- 3-10 hours monthly
- Market research
  - Competitor analysis
  - Lead generation

# READY TO RECLAIM YOUR TIME?

## **STOP LOSING MONEY ON \$20/HOUR TASKS**

When you're spending \$100+/hour of your time on admin work, every hour costs you money.

### **THE SOLUTION:**

Focus on your \$300/hour zone while a VA handles the rest.

### **NEXT STEPS:**

1. Complete your time-tracking for one week
2. Apply the 4-Hour Rule to each task
3. Calculate your potential savings
4. Decide which tasks to delegate first

### **QUESTIONS?**

DM me "4HOURS" on Instagram for a personalized delegation strategy!

### **CONNECT WITH ME:**

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