Define 3 key areas of input to determine your output

Efficiency

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Output

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Input

1. Define your area of expertise.

2. Define your ideal client.

3. Define your time capacity.

Automatic client list refinement

Move clients through your defined funnel
- Expertise match required first
  - If it is not a match, the client is dismissed
- The ideal client consideration is required second
  - If it is not a match, the client is dismissed
- Capacity determined last
  - If there is a lack of time, the client is dismissed

Which clients match your expertise?
Are you exercising due care if you retain clients you do not have the expertise to serve?

Of those clients, which clients are your ideal clients?
Can you genuinely provide service with integrity if the client is not your ideal client?

Of those clients, which clients do you have the capacity to serve?
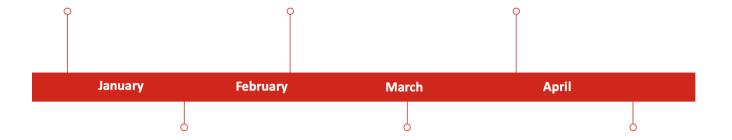Can you objectively service a client you do not have time to serve?

Stress reducing technology

The key to choosing and implementing the right technology is for it to reduce workload and stress as well as automate routine tasks. Technology should NOT first be considered because it would allow for more clients and work to be added.

Tax Return Assembly Line: Implement a model in which the assembly line is NOT per the client's tax return and variations. Instead, align an entire tax practice into an assembly line based on the timing of the tax practice's needs to meet its obligations to the client related to filing the tax return timely.

| January | February | March | April |

Client Relationship Management (CRM) + Automated & AI Communications

MY TAX PRACTICE'S WORKLOAD TIME

TAX PREPARATION	Phone/Text/ Email Time	Admin/ Gathering Documents Time	Preparation/ Determine Questions Time	Tax Review / Resolve Questions Time	Finalize/ Process/Sign/ E-File/ Bill/Collect	TOTAL TIME*
1040	___	___	___	___	___	___
1065	___	___	___	___	___	___
1120-S	___	___	___	___	___	___
1120	___	___	___	___	___	___
W-3	___	___	___	___	___	___
5500	___	___	___	___	___	___
709	___	___	___	___	___	___
SUB-TOTAL	___	___	___	___	___	___

Tax Season Time Per Person (15 Weeks x 40 Hours)   600 Hours

BOOKKEEPING	Phone/Text/ Email Time	Gathering Statements, Documents Time	Preparation/ Determine Questions Time	Review / Resolve Questions Time	Finalize/ Process/ Bill/Collect	TOTAL TIME*
Monthly Bookkeeping	___	___	___	___	___	___
Quarterly Bookkeeping	___	___	___	___	___	___
Annual Bookkeeping	___	___	___	___	___	___
SUB-TOTAL	___	___	___	___	___	___

PAYROLL	Phone/Text/ Email Time	Gather Payroll Info/ Update/ Run Payroll Time	Preparation/ Processing/ Payments Time	Review / Filing Reports Time	Finalize/ Bill/Collect	TOTAL TIME*
Bi-Weekly Payroll	___	___	___	___	___	___
Semi-Monthly Payroll	___	___	___	___	___	___
Monthly Payroll	___	___	___	___	___	___
Quarterly Payroll	___	___	___	___	___	___
SUB-TOTAL	___	___	___	___	___	___

	TOTAL ADMIN TIME	TOTAL PARA-PROFESSIONAL TIME	TOTAL TAX PROFESIONAL TIME	TOTAL EXPERIENCED TAX PROFESSIONAL TIME	TOTAL EXPERIENCED ADMIN TIME	TOTAL PRACTICE TIME
YOUR PRACTICE	___	___	___	___	___	___
EMPLOYEE(S) NEEDED	___	___	___	___	___	___

To Determine How Many Employees Per Role: Divide the Total Time (Add all Sub-Totals Above) By Any One Employees Average Annual Work Time in Hours

1,680 Hours Per Any One Employee of Average Annual Work Time Estimated at 35 Hours Per Week for 48 Weeks (Excludes 2 Weeks Vacation/Sick & Holidays)

YOUR TEAM'S ANNUAL TIME ALLOCATION	TIME SPENT ON ADMIN	TIME SPENT AS PARA-PRO	TIME SPENT AS TAX PRO	TIME SPENT AS EXPERIENCED TAX PRO	TIME SPENT AS EXPERIENCED ADMIN	TOTAL TIME
Employees Name	___	___	___	___	___	___
Employees Name	___	___	___	___	___	___
Employees Name	___	___	___	___	___	___
Employees Name	___	___	___	___	___	___
Employees Name	___	___	___	___	___	___
Employees Name	___	___	___	___	___	___
TOTAL TIME	___	___	___	___	___	___

* "TOTAL TIME PER" IS CARRIED TO OTHER WORKSHEET

MY TAX PRACTICE'S WORKLOAD

TAX PREPARATION	HOW MANY?	DEADLINES PER		DEADLINES	PERCENTAGE	TIME PER*	TOTAL TIME
1040		x	1	=	%		
1065		x	1	=	%		
1120-S		x	1	=	%		
1120		x	1	=	%		
W-3		x	1	=	%		
5500		x	1	=	%		
709		x	1	=	%		
SUB-TOTAL					100 %		

Tax Season Time Per Person (15 Weeks x 40 Hours)   600 Hours

BOOKKEEPING	HOW MANY?	DEADLINES PER		DEADLINES	PERCENTAGE	TIME PER*	TOTAL TIME
Monthly Bookkeeping		x	12	=	%		
Quarterly Bookkeeping		x	4	=	%		
Annual Bookkeeping		x	1	=	%		
SUB-TOTAL					100		

PAYROLL	HOW MANY?	DEADLINES PER*	YOUR DEADLINES	PERCENTAGE	TIME PER*	TOTAL TIME
Bi-Weekly Payroll		x 53	=	%		
Semi-Monthly Payroll		x 51	=	%		
Monthly Payroll		x 39		%		
Quarterly Payroll		x 31	=	%		
SUB-TOTAL				100		

* 27 Minimum Deadlines for each plus frequency (941 Filing x 4) (940 Payments x4) (940 Filing x 1) (State Filings x 12) (State Unemployment x 4) (W-2 x 1) (W-3 x 1)

YOUR PRACTICE	NUMBER OF ENGAGEMENTS	RENT + PAYROLL ALLOCATED PER ENGAGEMENT %	NUMBER OF DEADLINES	RENT + PAYROLL ALLOCATED PER DEADLINE %
Tax Preparation		%		%
Bookkeeping		%		%
Payroll		%		%
Total		100%		100%
		(A)		(B)

(A) & (B) Multiply the Total Core Costs (Rent + Payroll Costs) by the Percentage

CORE COSTS

Annual Rent	
Annual Payroll	
Annual Total Rent + Payroll	

These are the core costs. You can add any additional costs you want.

* Time Per is from other worksheet