

## BRUILT CONCIERGE FOUNDER ACTIVITIES PICK LIST

*Practical Lifestyle Management for Founders & Entrepreneurs*  
Your Pick-List: Select the Activities You'd Like to Consider

Building a business is demanding. The activities below represent the practical, day-to-day tasks that quietly consume a founder's most valuable resource: time. Each one is manageable in isolation, but collectively they create a significant operational burden that sits between you and your highest-value work. BRUILT Concierge exists to take these off your plate, so you can lead, build, and grow with full focus.

**Tick the boxes beside the activities that would make the most immediate difference to your day. There's no need to select everything; choose what resonates, and we'll build a support package around you.**

### SECTION 1: BUSINESS & PERSONAL OPERATIONS

<input type="checkbox"/>	Diary & Schedule Management
<input type="checkbox"/>	Email & Inbox Management
<input type="checkbox"/>	Business Travel Planning
<input type="checkbox"/>	Supplier & Vendor Coordination
<input type="checkbox"/>	Event & Meeting Logistics
<input type="checkbox"/>	Research & Decision Support
<input type="checkbox"/>	Financial & Expense Admin
<input type="checkbox"/>	Correspondence & Communications
<input type="checkbox"/>	Onboarding & Project Coordination
<input type="checkbox"/>	Digital & Admin Systems

## SECTION 2: LIFE ADMIN

<input type="checkbox"/>	Recurring Renewals Management
<input type="checkbox"/>	Utility Tariff Comparison & Switching
<input type="checkbox"/>	Household Repairs & Maintenance
<input type="checkbox"/>	Council Tax & Local Authority Admin
<input type="checkbox"/>	Personal Appointments & Health Admin
<input type="checkbox"/>	Vehicle & Travel Document Admin
<input type="checkbox"/>	Property & Residential Administration
<input type="checkbox"/>	Document & Records Management
<input type="checkbox"/>	Gift & Relationship Management
<input type="checkbox"/>	Relocation & Moving Support
<input type="checkbox"/>	Lifestyle & Experience Planning

**SECTION 3: ASSET & VALUABLES REGISTER**

- |                          |                            |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Asset & Valuables Register |
| <input type="checkbox"/> | Insurance Portfolio Review |

**SECTION 4: STANDARD OPERATING PROCEDURES & PROCESS DESIGN**

- |                          |                                      |
|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Standard Operating Procedures (SOPs) |
| <input type="checkbox"/> | Process Mapping & Workflow Design    |
| <input type="checkbox"/> | Business Continuity Planning         |

## SECTION 5: FOUNDER EFFECTIVENESS &amp; LIFE COORDINATION

<input type="checkbox"/>	Priority & Planning Coordination
<input type="checkbox"/>	Personal Projects Coordination
<input type="checkbox"/>	Annual Life Administration Review
<input type="checkbox"/>	Founder Operating Manual & Knowledge Library

Notes / Anything Else on Your Mind

Your business deserves your full attention. So does your life.

*BRUILT Concierge handles the rest.*

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