

BRUILT CONCIERGE

Practical Lifestyle Management for Founders & Entrepreneurs

The Activities That Free You to Lead

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.

Use this as a pick-list. Select the activities that would make the most immediate difference to your day, and let us build a support package around you.

ACTIVITY	WHAT IT INVOLVES	THE PROBLEM IT SOLVES	THE OUTCOME
SECTION 1: BUSINESS & PERSONAL OPERATIONS			
Diary & Schedule Management	Owning the founder's calendar; scheduling meetings, blocking focus time, sending confirmations, managing conflicts, and coordinating across multiple time zones.	Constant context-switching between running the business and managing the diary drains mental energy and leads to double-bookings, missed commitments, and reactive days.	The founder moves through each day with intention, protected focus time, and confidence that nothing important has been missed or forgotten.
Email & Inbox Management	Triaging the inbox, filtering low-priority correspondence, drafting responses, flagging urgent items, and maintaining a clear, organised system.	An unmanaged inbox is one of the biggest focus-killers for founders. Hours are lost to reading and re-reading emails that do not require the founder's direct attention.	The founder only engages with correspondence that genuinely requires them, freeing hours each week and reducing the cognitive load of an overflowing inbox.
Business Travel Planning	Researching and booking flights, trains, hotels, and ground transport; including visa research and applications, building detailed itineraries; managing changes and cancellations; preparing travel packs.	Travel planning is time-consuming and detail-heavy. Errors or oversights at the planning stage create stress, delays, and reputational risk on arrival.	The founder arrives at every destination prepared, on time, and with full focus on the meeting or event ahead, not on logistics.
Supplier & Vendor Coordination	Sourcing, vetting, and managing service providers for business and personal needs; obtaining quotes, managing relationships, chasing delivery, and resolving issues.	Managing multiple suppliers without a single point of coordination means things fall through the cracks, costs go unchecked, and the founder is pulled into operational issues.	Reliable, vetted suppliers are managed consistently, costs are controlled, and the founder is insulated from day-to-day operational friction.
Event & Meeting Logistics	Organising client dinners, team offsites, launches, and personal celebrations; managing venues, invitations, catering, and post-event follow-up.	Events require disproportionate coordination time relative to their duration. Without dedicated support, logistics fall to the founder or are underprepared.	Events run smoothly, professionally, and to budget, reflecting well on the founder and the business without demanding their personal time to execute.
Research & Decision Support	Conducting research into tools, suppliers, opportunities, competitors, grants, venues, and	Founders often make decisions with incomplete information because they do not have time	The founder makes better decisions, faster, backed by clear and concise

	resources to support business and personal decisions.	to research properly, leading to suboptimal choices and rework.	research that saves time and reduces the risk of costly mistakes.
Financial & Expense Admin	Tracking expenses, reconciling receipts, managing invoices, coordinating with accountants, and maintaining clear financial records for business and personal accounts.	Financial administration left to accumulate creates stress at month end, errors in reporting, and avoidable issues with accountants and HMRC.	Financial records are current, organised, and accurate, reducing accountancy costs, improving cash flow visibility, and removing a persistent source of stress.
Correspondence & Communications	Drafting personal and professional correspondence, managing follow-ups, and maintaining the founder's professional tone consistently across all channels.	Correspondence that requires a thoughtful, professional response often sits unanswered, damaging relationships and creating a backlog of outstanding communications.	Every communication is handled promptly and professionally, strengthening relationships and protecting the founder's reputation when capacity is stretched.
Onboarding & Project Coordination	Supporting the onboarding of new team members, freelancers, or clients; coordinating project timelines, documents, and communications across multiple parties.	Poor onboarding and project coordination create confusion, duplication, and delays. Without a coordinator, these tasks fall to the founder or are done inconsistently.	New relationships and projects start smoothly, with clear expectations, organised documentation, and a professional first impression that sets the right tone.
Digital & Admin Systems	Setting up and maintaining filing systems, cloud storage, shared drives, contact databases, and digital tools that keep business and personal information organised.	Disorganised digital environments waste time, create risk, and make it harder to find information, delegate effectively, or bring in new team members.	The founder operates from a clean, organised digital environment where information is easy to find, share, and act on, supporting growth and delegation.

SECTION 2: LIFE ADMIN

Recurring Renewals Management	Tracking and managing renewal dates for insurance policies, broadband, subscriptions, memberships, and licences; initiating renewals, negotiating terms, and preventing unintended lapses.	Renewals arrive at inconvenient times, are accepted without review, or lapse entirely because no one is tracking them. Founders routinely overpay on auto-renewed policies.	Every renewal is reviewed, negotiated where possible, and managed ahead of deadline, saving money and preventing the disruption of lapsed cover or services.
Utility Tariff Comparison & Switching	Regularly reviewing energy, broadband, and telecoms tariffs; comparing the market; initiating switches; and coordinating the transfer process from end to end.	Utility bills are rarely reviewed once set up. Founders paying uncompetitive tariffs lose money steadily and invisibly because no one has capacity to address it.	Utilities are consistently on competitive tariffs, generating tangible savings that compound over time with zero disruption to the founder's time or focus.
Household Repairs & Maintenance	Identifying, sourcing, and coordinating tradespeople for repairs and maintenance; obtaining quotes, scheduling works, overseeing completion, and managing follow-up.	Household repairs are deferred under business pressure until small issues become costly problems. Coordinating tradespeople is time-consuming and frequently frustrating.	The home is maintained proactively and to a high standard, with reliable tradespeople managed efficiently and works completed without requiring the founder's direct involvement.
Council Tax & Local Authority Admin	Managing council tax accounts, applying for relevant discounts or exemptions, handling local authority correspondence, and	Council tax administration is straightforward but time-consuming and easy to overlook, particularly during	Council tax and local authority obligations are current, correctly administered, and free from

	ensuring payments and registrations are current.	house moves, changes in occupancy, or periods of high business activity.	penalties or arrears, with any available discounts actively claimed.
Personal Appointments & Health Admin	Booking medical, dental, optical, and wellness appointments; managing prescriptions and referrals; coordinating family healthcare and school-related administration.	Health and personal appointments are consistently deprioritised by founders under pressure, leading to burnout, neglect of wellbeing, and a growing backlog of personal admin.	The founder's health and wellbeing commitments are scheduled and honoured, supporting sustainable performance and preventing the cost of prolonged neglect.
Vehicle & Travel Document Admin	Managing MOT and service reminders, vehicle tax, breakdown cover, driving licences, passport renewals, travel insurance, and visa administration.	Vehicle and travel documents expire at the worst possible moments because no one is tracking them. The consequences range from inconvenient to legally significant.	All vehicle and travel documentation is current, renewed ahead of expiry, and organised in one accessible place, eliminating avoidable disruption and risk.
Property & Residential Administration	Property inspections, managing tenancy matters, coordinating cleaners and gardeners, utility setup during moves, residential project coordination, and holiday home administration.	Founders who own more than one property quickly accumulate a significant administrative burden that is easy to defer and difficult to catch up on.	All properties are maintained, monitored, and administered to a consistent standard, freeing the founder from the ongoing demands of property management entirely.
Document & Records Management	Secure storage of key documents, maintaining organised digital records, filing warranties and guarantees, maintaining emergency contact information, and keeping important records current.	Critical documents are frequently misfiled, outdated, or inaccessible. In an emergency or insurance situation, the inability to locate key records is costly and stressful.	A single, organised, and accessible source of truth for all important personal and household documentation, ready when it is needed most.
Gift & Relationship Management	Birthday and anniversary reminders, client and thank-you gifting, Christmas gifting programmes, and maintaining the small but meaningful gestures that sustain important relationships.	Founders are often excellent at building relationships but poor at maintaining the administration behind them. Key occasions are missed, and relationships quietly erode.	Important relationships are nurtured consistently and thoughtfully, with the right gesture delivered at the right time, without the founder having to remember or act on it.
Relocation & Moving Support	Coordinating removals, managing address changes, transferring utilities, setting up new suppliers, handling school administration, and supporting settling-in logistics end to end.	A house move can consume hundreds of founder hours. Without dedicated coordination, it becomes one of the most disruptive events in a founder's personal and professional life.	The move is managed seamlessly from beginning to end, with every detail coordinated and no critical task overlooked, allowing the founder to stay focused on the business throughout.
Lifestyle & Experience Planning	Family holiday planning, weekend breaks, restaurant bookings, event tickets, family celebrations, and visitor itineraries, all arranged and managed on the founder's behalf.	Personal life and leisure consistently fall to the bottom of the list. Founders who never switch off become less effective over time, and family life suffers as a result.	Meaningful experiences are planned and protected, reinforcing that rest, connection, and enjoyment are not rewards to be earned but essential components of a high-performing life.

SECTION 3: ASSET & VALUABLES REGISTER

Asset & Valuables Register	Creating a comprehensive, structured register of all significant assets including property, vehicles,	Most founders and high-net-worth individuals do not have an up-to-date asset register. In	A professionally structured Asset Register that provides clear, evidenced documentation of all
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Insurance Portfolio Review	jewellery, art, electronics, collectibles, and high-value personal items, complete with valuations, purchase records, photographs, and insurance references.	the event of loss, theft, or an insurance claim, the absence of documented evidence routinely results in undercompensation or rejected claims.	valuables, supports accurate insurance cover, and gives complete peace of mind that assets are properly recorded, protected, and accessible when needed.
	Cross-referencing the Asset Register against existing insurance policies to identify gaps in cover, underinsured items, or redundant policies; producing a clear summary with recommendations.	Insurance portfolios grow organically and are rarely reviewed holistically. Assets are frequently underinsured, cover lapses without notice, and premiums are paid on outdated or duplicated policies.	A clear, accurate picture of insurance cover aligned to current assets, with gaps identified and recommendations made, ensuring the founder is neither underinsured nor overpaying.

SECTION 4: STANDARD OPERATING PROCEDURES & PROCESS DESIGN

Standard Operating Procedures (SOPs)	Designing, writing, and implementing clear, practical SOPs for recurring business and personal processes; covering everything from onboarding sequences and supplier management to household routines and emergency contacts.	Without documented processes, knowledge lives in people's heads. When key team members leave, routines break down, or the founder is unavailable, the absence of SOPs creates delay, inconsistency, and unnecessary dependence on individuals.	A suite of practical, easy-to-follow SOPs that enable consistent delivery, smooth delegation, and business continuity, reducing dependence on any single person and creating the foundations for scalable, professional operations.
	Mapping existing workflows to identify bottlenecks, duplication, and inefficiency; redesigning processes for clarity and simplicity; and documenting the improved workflow in a format the whole team can follow.	Processes that evolved organically often contain unnecessary steps, unclear ownership, and hidden inefficiencies. Without a structured review, teams continue doing things the hard way simply because it is how it has always been done.	Streamlined, clearly documented workflows that reduce friction, improve handoffs, save time, and give the founder confidence that the business operates consistently whether they are present or not.
Business Continuity Planning	Creating documented plans for key scenarios including staff absence, technology failure, supplier disruption, or the founder's own unavailability; identifying risks and establishing clear protocols.	Most small businesses and founder-led organisations have no formal continuity plan. A single unexpected event can halt operations entirely when processes exist only in the founder's head.	A practical, accessible continuity plan that reduces operational risk, instils confidence in the team, and ensures the business can continue to function through disruption with minimal impact.

SECTION 5: FOUNDER EFFECTIVENESS & LIFE COORDINATION

Priority & Planning Coordination	Weekly planning sessions, reviewing commitments, identifying priorities, flagging conflicts, and helping the founder stay focused on strategic objectives rather than reactive demands.	Founders become overwhelmed when everything feels equally important. High-value strategic activity is consistently crowded out by urgent but lower-priority demands.	A founder who operates proactively rather than reactively, with clear priorities, protected time for high-value work, and confidence that the week ahead is purposefully structured.
Personal Projects Coordination	Managing non-business projects such as house moves, renovations, family events, major purchases, personal development initiatives,	Personal projects compete directly with business responsibilities and often stall indefinitely due to lack of	Important personal goals continue progressing without distracting the founder from running the business, and without the guilt of perpetually deferred intentions.

	or side ventures from initiation through to completion.	dedicated coordination and follow-through.	
Annual Life Administration Review	Conducting a structured annual review of contracts, subscriptions, insurance policies, assets, memberships, household arrangements, and key documentation, producing a clear action plan for the year ahead.	Life administration accumulates unnoticed until it becomes expensive, inefficient, or problematic. Without a structured review, founders are always reacting rather than planning.	A streamlined and up-to-date personal infrastructure, reviewed and refreshed annually, that supports rather than hinders the founder's lifestyle and long-term goals.
Founder Operating Manual & Knowledge Library	Building a structured, accessible repository of the founder's key contacts, supplier relationships, operational procedures, property information, preferences, important documents, and strategic knowledge, organised as a living, searchable reference.	Founders accumulate enormous operational knowledge that lives entirely in their heads. This creates personal dependency, slows delegation, and becomes critical when the founder is unavailable, transitions the business, or plans for succession.	A comprehensive Founder Operating Manual that captures institutional knowledge, enables confident delegation, supports business continuity, and begins to build the operational legacy of the founder's work, moving them from indispensable operator to trusted architect.

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

BRUILT Concierge handles the rest.

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