



CREATE MORE SPACE



A practical guide for business owners
carrying too much.

WELCOME

What if the answer isn't doing more?

Most business owners don't need another productivity hack.

They don't need to wake up earlier.

They don't need another app.

They don't need a perfectly colour-coded planner.

More often than not, they simply need more space, and that's exactly what this guide is about.

Not squeezing more into your day, or trying to become endlessly productive, but creating a business that feels lighter, calmer and easier to manage.



Hi, I'm Sarah.

I'm an empathy-led Executive Virtual Assistant who helps busy founders and business owners reduce the mental load of running their business.

I believe one of the biggest challenges many business owners face isn't a lack of ambition or capability - it's carrying too much at once.

Through practical support, thoughtful systems and a calm pair of hands behind the scenes, I help make businesses feel more manageable, giving business owners the breathing space to focus on the work only they can do.



INTRODUCTION

As a business owner, your time is one of your most valuable resources. Yet it's often the little things - the unfinished tasks, the repetitive admin, the constant decision-making and the jobs that build up in the background, that take up the most space.

In this guide you'll find practical ideas, gentle prompts and simple strategies to help you create more space in your day, your business and your mind.

You'll discover ways to:

- Simplify everyday tasks
- Build small systems that make life easier
- Identify what you could delegate
- Reduce the mental load of running your business
- Reclaim time for the work that really matters

I've also included a simple Daily Planner at the back of this guide to help you turn your thoughts into action.

You don't need to implement everything at once, in fact, I'd encourage you to choose one idea, and just try one small change.

Creating more space doesn't happen through one big transformation, it happens through lots of small, intentional decisions that make your business feel lighter over time.

I hope this guide gives you the breathing space to take the first one.



Places to Create More Space

Create more space in your day.

Sometimes it's not the amount of work that's the problem, it's the constant interruptions.

Look at your typical week, could you:

- Batch similar tasks together?
- Protect an hour of uninterrupted focus?
- Check your emails at set times instead of constantly?
- Build buffer time between meetings?

Small changes often make a surprisingly big difference.

Create more space in your business.

Many business owners spend time repeating work they've already done before. Instead, it might help to ask yourself:

- Is there a process I could document?
- Could this task become a simple checklist?
- Am I doing something manually that could be automated?
- Is there a system that would make this easier next time?

Every repeatable task is an opportunity to make life easier in the future.

Create more space in your mind.

This is the space we often overlook.

The unfinished tasks.

The mental reminders.

The decisions you keep carrying around.

Sometimes reducing the mental load has nothing to do with working harder, it's simply about getting things out of your head and into a trusted system.



Five Changes That Can Make Business Feel Lighter

Stop trying to remember everything.

Your brain is brilliant at solving problems, but it isn't designed to store endless to-do lists.

Write things down.

Use reminders.

Create simple systems you can trust.

Finish before you start something new.

Half-finished tasks create mental clutter. Whenever possible, complete one thing before moving onto the next.

Protect your thinking time.

Your calendar shouldn't belong entirely to everyone else.

Leave space for planning.

Thinking.

Creating.

Those moments are just as valuable as meetings.

Build one simple system.

You don't need to automate your entire business overnight.

Choose one task you repeat regularly, create a checklist, or write a simple process.

Make next time easier than this time.

Ask for help sooner.

So many business owners wait until they're overwhelmed before they delegate.

Imagine how different things could feel if you asked for support before reaching that point.



You Don't Have to Do All of This By Yourself

Perhaps you've been reading this guide thinking...

Yes... this all makes sense. But I don't know when I'd find the time.

That's completely understandable. Sometimes creating more space isn't about finding another spare hour.

It's about having someone alongside you who can help lighten the load, and that's where I come in.



Before you close this guide, I'd love you to think about one question.

If you could remove just one thing from your to-do list this week...

What would it be?

Write it down, because that's often the best place to start.

And if you're ready for someone to help you create more space in your business, I'd love to have a chat.



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Daily Planner

DATE: _____

TOP PRIORITIES

- _____
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- _____

- _____
- _____
- _____

TO DO

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REMINDER

TOMORROW

NOTES