

5 TIME-SAVING HACKS  
FOR COACHES TO

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# SCALE YOUR BUSINESS

WITHOUT BURNOUT



*Free Guide for Busy  
Coaches Who Want to  
Focus on Clients*

[www.growwithyourva.com](http://www.growwithyourva.com)

[lery@growwithyourva.com](mailto:lery@growwithyourva.com)



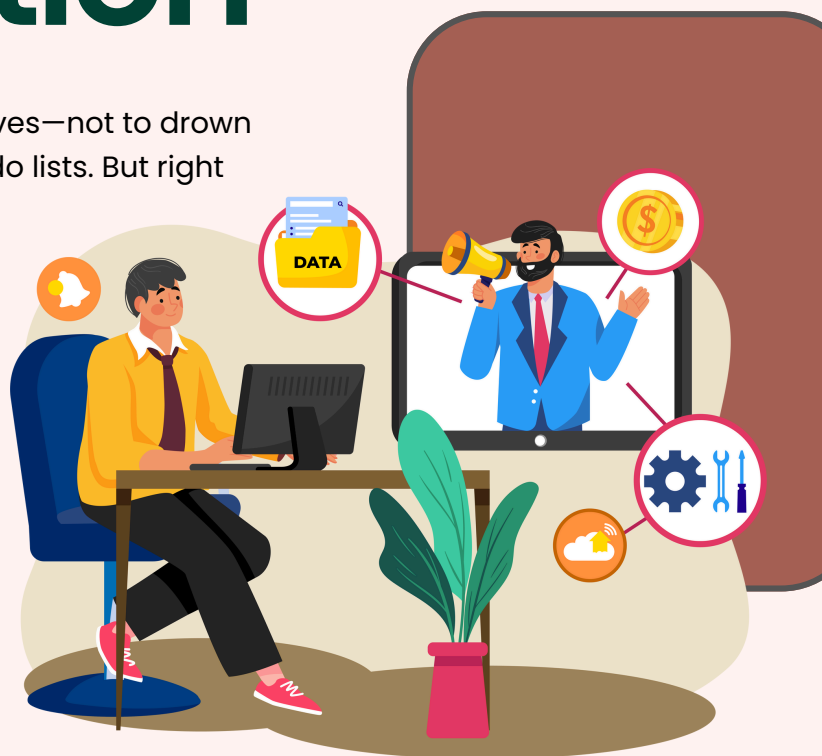
# Introduction

You became a health coach to change lives—not to drown in emails, spreadsheets, and endless to-do lists. But right now, you're stuck:

- Juggling client sessions while scrambling to answer inquiries
- Staying up late to post on social media... only to hear crickets
- Wasting hours on tasks that don't actually grow your business

What if you could reclaim 10+ hours a week and finally scale without burnout?

In this guide, you'll get actionable hacks to automate, delegate, and systemize your business—so you can focus on what you do best: helping clients thrive.



## What You'll Find in This Guide

- Chapter 1: Automate client onboarding with tools and templates to save 5+ hours/week.
- Chapter 2: An overview of the benefits and resources available to you as a valued team member.
- Chapter 3: Streamline projects using a coach-specific Trello/Asana board.
- Chapter 4: Repurpose 1 piece of content into 15 posts for consistent social media growth
- Chapter 5: Nurture leads on autopilot with a 3-email 'warm-up' sequence.
- Bonus: Delegate safely with HIPAA-friendly tips to protect client data.

\*Plus, you'll get FREE templates and checklists to implement every hack in 1 day or less.

# 01

## Automate Client Onboarding (No More Manual Madness)

**Problem** Manually sending intake forms, chasing payments, and booking calls eats 5+ hours a week.

### Hack:

*Set up a self-service onboarding system:*

1. **Tool:** Calendly (for booking) + HoneyBook / Dubsado (for contracts/payments).
2. **Template:** Use a 'Done-for - You Client Onboarding Checklist'.
3. **Pro Tip:** Record a 2-minute Loom video explaining next steps—cuts follow-up questions by 70%."



*Want this handled for you? My team automates onboarding so you never waste time on repetitive task again. Clients get a seamless experience, and you get your evenings back.*

# 02

## Outsource Customer Inquiries (Stop Losing Leads)

**Problem** Potential clients slip through the cracks when you're too busy to reply fast.

### Hack:

Create a '24/7 FAQ System:

1. **Step 1:** List your 10 most common questions (e.g., "What's your pricing?" "Do you offer XYZ?").
2. **Step 2:** Build canned email/SMS responses (Gmail + ManyChat work great).
3. **Step 3:** Add a chatbot to your website with a friendly prompt: "Hi [Name]! I'm busy coaching now, but my team will reply in 1 hour. How can we help?"



We monitor your inbox and live chat 24/7, so you never miss a lead. Imagine waking up to booked discovery calls—without lifting a finger.



[www.growwithyourva.com](http://www.growwithyourva.com)

[lery@growwithyourva.com](mailto:lery@growwithyourva.com)



# 03

## Streamline Projects (Launch Programs Stress-Free)

**Problem** Program launches, events, and content creation feel chaotic and disorganized.

**Hack:** Use a 'Health Coach Project Hub' in Trello/Asana:

**Template:** Our '**Coach Project Management Board**' includes columns for:

- Content Creation
- Launch Timeline
- Vendor Contacts

[Get our Trello Coach Management Board for FREE](#)

FREE GIFT

**Pro Tip:**

Block 1 hour weekly to review tasks with your VA (prevents last-minute fires).

"We act as your 'scale partner'—we'll plan, track, and execute projects so you can launch with confidence."

- Lely, **Grow with Your VA Team**



# 04 Social Media Made Simple (Go from Overwhelmed to Consistent)

**Problem:** You're stuck in the 'post-and-pray' cycle... and growth feels random.

## Hack:

Repurpose 1 piece of content into 15 posts:

1. **Example:** Turn a blog on

"5 Anti-Inflammatory Breakfasts" into:

- 3 Instagram Carousels
- 5 TikTok/Reels hooks ("Skip the avocado toast—try THIS instead!")
- 1 Pinterest infographic
- 6 email snippets

2. **Template:** Grab our "[\*\*30-Day Content Calendar\*\*](#)" to stay consistent.



Our social media team creates scroll-stopping content, schedules posts, and engages with your audience—so your brand grows while you sleep

# 05

## Effortless Email Marketing (Nurture Leads on Autopilot)

### Problem

Newsletters take hours to write...  
but open rates are stuck at 15%



### Hack:

The 3-Email 'Warm-Up' Sequence:

1. **Email 1:** Share a client success story ("How Sarah Reduced Her Chronic Pain in 30 Days").
2. **Email 2:** Offer a free resource ( ex. Download my 7-Day Meal Plan").
3. **Email 3:** Invite them to a webinar/consult (example: "Let's Map Your Health Journey").



*We handle everything from writing and designing emails to automating campaigns—so you can nurture leads and sell without lifting a finger. Our strategies are tailored to health coaches, helping you stand out in a crowded inbox*

# bonus

## Delegate Safely (HIPAA-Friendly Tips)

Worried about sharing sensitive data? Here's how to protect your business:

1. Use HIPAA-compliant tools like ProtonMail or SecureFrame.
2. Require NDAs for all team members.
3. Limit access to client info with password managers (e.g., LastPass).



***This FREE Scale Audit is for coaches who are 100% ready to grow.***

- We'll review your workflow, tech stack, and team gaps.
- Walk away with a step-by-step plan to free up 15+ hours/month.

👉 TAKE THE **2-MINUTE QUIZ** TO FIND OUT IF YOU'RE READY TO SCALE



*Lely Beth*

**CAGULADA**

*your online business manager  
and her team*



[www.growwithyourva.com](http://www.growwithyourva.com)

[lely@growwithyourva.com](mailto:lely@growwithyourva.com)