Doneverse

2026 EDITION

The Complete Doer Task List

Ready to Clear Your Desk? Check out the full list below of the most popular tasks Founders typically delegate. Select all the tasks you're currently doing (or should be!) and calculate the hours you'll save.

How to use this list

1

Tick what's on your desk

Go section by section and tick every task you do now, or know you should be doing.

2

Add your hours

Write in your real hours per week. Just starting out? Use our averages.

3

Bring your top 7+

Circle at least 7 tasks and bring these to your call. We'll map them to your Doing Blueprint.

2 hrs Setup **A note on the hours:** The hours beside each task are an average guide on what Founders spend each week so swap in your own if you know them. Any task marked "**Setup**" is a one-off job your Doer only has to do once.

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Attract Traffic

Get seen by the right people, consistently.

BLUEPRINT · STEP 1

- [ ] Write captions and post copy in your voice — 3 hrs
- [ ] Edit reels and short-form video — 4 hrs
- [ ] Schedule posts across every platform — 1 hr
- [ ] Hashtag, trend and competitor research — 1 hr
- [ ] YouTube uploads, titles, thumbnails and descriptions — 2 hrs
- [ ] LinkedIn posts and profile updates — 1 hr
- [ ] Edit and publish podcast episodes and show notes — 3 hrs
- [ ] Ad creative: graphics, copy and landing pages — 2 hrs
- [ ] Set up and brand your social profiles — Setup
- [ ] Design graphics, carousels and quote posts — 3 hrs
- [ ] Plan a 90-day content calendar — 1 hr
- [ ] Reply to comments and DMs — 4 hrs
- [ ] Repurpose podcasts, videos and blogs into posts — 2 hrs
- [ ] Pinterest pins and boards — 1 hr
- [ ] Write and upload blog posts — 3 hrs
- [ ] Pitch you for podcast guest spots and summits — 1 hr
- [ ] Social media report with recommendations — 1 hr

Capture Leads

Turn attention into names, emails and enquiries.

BLUEPRINT · STEP 2

- [ ] Website updates: copy, images and new pages — 3–4 hrs
- [ ] Design lead magnets: PDFs, checklists, guides — 2 hrs
- [ ] Build quizzes and application forms — 1 hr
- [ ] Webinar and challenge setup and reminders — 2 hrs
- [ ] Directory and online listing updates — 30 min
- [ ] Build a website or funnel from scratch — Setup
- [ ] Build and update landing pages — 2 hrs
- [ ] Set up opt-in forms and pop-ups — 1 hr
- [ ] Basic website SEO and fixing errors — 1 hr
- [ ] LinkedIn outreach and connection requests — 3 hrs
- [ ] Track and report funnel conversions — 1 hr

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Nurture

Stay front of mind until they're ready to buy.

BLUEPRINT · STEP 3

- [ ] Write and send your weekly newsletter — 2 hrs
- [ ] Segment, tag and clean your email list — 1 hr
- [ ] Run your Facebook Group or community — 3 hrs
- [ ] SMS broadcasts and reminders — 30 min
- [ ] Build welcome and lead magnet nurtures — Setup
- [ ] Update email nurtures and automations — 1 hr
- [ ] Reply to enquiries and lead DMs — 3 hrs
- [ ] Moderate comments and approve members — 1 hr
- [ ] Email and community reports — 30 min

Convert to Cash

Make it easy for the right people to say yes.

BLUEPRINT · STEP 4

- [ ] Manage your booking calendar — 2 hrs
- [ ] Prepare proposals and quotes from templates — 2 hrs
- [ ] Update your CRM pipeline — 2 hrs
- [ ] Post-call follow-up emails — 1 hr
- [ ] Set up your booking tool and payment links — Setup
- [ ] Follow up leads, enquiries and no-shows — 3 hrs
- [ ] Contracts from your templates, sent for e-sign — 1 hr
- [ ] Pre-call research on prospects — 1 hr
- [ ] Sales pages, checkout pages and order forms — 1 hr

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Deliver + Delight

Look after clients so they stay, and rave about you.

BLUEPRINT · STEP 5

- [ ] Client onboarding: welcome emails, forms, logins — 2 hrs
- [ ] Answer client questions and support tickets — 3 hrs
- [ ] Design workbooks, worksheets and slides — 2 hrs
- [ ] Client check-ins and progress trackers — 1 hr
- [ ] Build your course portal or client hub — Setup
- [ ] Book client sessions and send reminders — 2 hrs
- [ ] Upload lessons and manage course access — 2 hrs
- [ ] Edit and upload call recordings — 2 hrs
- [ ] Event and workshop logistics — 2 hrs

Upsell + Cross-sell

Help happy clients buy again.

BLUEPRINT · STEP 6

- [ ] Offer and launch emails to existing clients — 1 hr
- [ ] Renewal and re-booking reminders — 1 hr
- [ ] Win-back emails for past clients — 30 min
- [ ] Client lists by package or service — 30 min
- [ ] Product and service spotlight posts — 1 hr
- [ ] Build a launch sequence for a new offer — Setup

Referrals + Testimonials

Turn your results into your best marketing.

BLUEPRINT · STEP 7

- [ ] Request reviews and testimonials — 1 hr
- [ ] Reply to Google and Facebook reviews — 30 min
- [ ] Referral and affiliate program admin — 1 hr
- [ ] Turn testimonials into posts, reels and case studies — 1 hr
- [ ] Feedback surveys and reports — 30 min
- [ ] Set up a review and referral system — Setup

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Admin + Operations

The everyday work that quietly eats your week.

FOUNDATIONS

- [ ] Inbox management and saved replies — 10 hrs
- [ ] Data entry and spreadsheets — 2 hrs
- [ ] Project boards in Asana, ClickUp or Trello — 1 hr
- [ ] Research: tools, suppliers, venues, travel — 1 hr
- [ ] Unpaid invoice reminders (no bookkeeping) — 1 hr
- [ ] Write SOPs and process docs — 1 hr
- [ ] Calendar and meeting scheduling — 2 hrs
- [ ] Meeting prep, agendas and action notes — 1 hr
- [ ] File and folder organisation — 1 hr
- [ ] Weekly business reports and dashboards — 1 hr
- [ ] Track software subscriptions and renewals — 30 min
- [ ] Build your SOP library — Setup

Tech, Tools + AI

Keep your systems running and working for you.

FOUNDATIONS

- [ ] CRM admin and contact updates — 2 hrs
- [ ] Automations in Zapier or Make — 1 hr
- [ ] Custom GPTs and prompt libraries — 1 hr
- [ ] Zoom and webinar tech — 1 hr
- [ ] Connect your booking, email and payment tools — Setup
- [ ] Fix broken links, forms and integrations — 2 hrs
- [ ] AI drafts for posts, emails and pages — 2 hrs
- [ ] Software research and testing — 1 hr
- [ ] Set up your AI clone: avatar, voice and brain — Setup
- [ ] Set up your CRM, email tool and inbox system — Setup

Not on the list?

If it's on your desk and it's done on a computer, write it down anyway. Doers handle hundreds of tasks, and we'll tell you on your call where it fits.

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Extras by industry

Same Doer, different desk. Common extras on top of the Blueprint tasks, by type of business.

Coaches, consultants + course creators

- [ ] Challenge and launch support — 3 hrs
- [ ] Course and community admin — 2 hrs
- [ ] Client call scheduling and reminders — 2 hrs
- [ ] Workbook and slide design — 2 hrs
- [ ] Podcast production — 3 hrs

Professional services

Accountants, lawyers, advisers, consultants

- [ ] Client document collection and reminders — 2 hrs
- [ ] Engagement letters and proposals from templates — 1 hr
- [ ] Deadline and renewal reminders — 1 hr
- [ ] Thought-leadership posts and newsletters — 2 hrs
- [ ] Case study write-ups — 1 hr

Agencies + creatives

- [ ] Client reports and dashboards — 2 hrs
- [ ] Content production for client accounts — 5 hrs
- [ ] Project boards and timelines — 2 hrs
- [ ] Portfolio and case study updates — 1 hr
- [ ] New-client onboarding packs — 1 hr

Local services

Trades, clinics, salons, gyms, studios

- [ ] Google Business Profile posts and photos — 1 hr
- [ ] Booking confirmations and reminders — 2 hrs
- [ ] Quote follow-ups — 2 hrs
- [ ] Before-and-after and job photo posts — 1 hr
- [ ] Waitlist and cancellation management — 1 hr

Real estate + property

- [ ] Listing descriptions and property flyers — 2 hrs
- [ ] Open-home and inspection reminders — 1 hr
- [ ] Market update newsletters — 1 hr
- [ ] Listing social posts and reels — 2 hrs
- [ ] CRM and database follow-up — 2 hrs

Ecommerce + product brands

- [ ] Product listings and descriptions — 3 hrs
- [ ] Edit product photos — 2 hrs
- [ ] Customer service emails and order updates — 4 hrs
- [ ] Abandoned cart and post-purchase emails — 1 hr
- [ ] Inventory and pricing sheet updates — 1 hr

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Your task list

Write every task you want off your desk, with your hours. Aim for at least 7.

#	TASK	BLUEPRINT STEP	HOURS / WEEK
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total hours per week			

[ ] **hours ÷ 8 =** [ ] **full working days back, every single week.**

Bring this list to your call

We'll map every task to your Doing Blueprint and show you exactly what your Doer takes off your desk first.

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BONUS FOR YOUR DOER

Have you heard about Doer's University?

You can upskill your Doer with our free certifications that keep your Doer growing thanks to...

Doers University

Your Doer's training doesn't stop at onboarding. Once you start working together, you can enrol them in any of our 2-day intensive courses, free. Our Training and Assessment Team does the teaching, and your Doer comes back ready to take even more off your desk.

This isn't part of your task list. These are extra courses your Doer can take after you start, so there's nothing to tick here.

Free for every Doer	**2 days** per course	**Mon + Wed** start dates every week	**36** courses to choose from

How it works

1 Choose a course

Pick the course that will help your business most.

2 Pick two days

Choose two days in a row for your Doer to complete the training.

3 Your Doer trains

Our Training and Assessment Team teaches and tests them, at no cost to you.

4 Put it to work

Your Doer comes back with an action plan and real projects for your business.

The 7 course series

AI	7 courses	p. 9
GoHighLevel	4 courses	p. 9
Industry Software + Compliance	5 courses	p. 10
Social Media	3 courses	p. 10
Websites, SEO + Analytics	4 courses	p. 11
Sales, Support + Reputation	6 courses	p. 11
eCommerce	7 courses	p. 12

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AI 7 courses

Create an AI Clone
- Build a brain clone of you in ChatGPT or Claude
- Create a writing style clone
- Create your video and voice clone with HeyGen, InVideo and ElevenLabs

AI Prompt Engineering
- Turn any process into an SOP with AI
- Research, capture your brand voice and write copy with proven formulas
- Build marketing reports and AI meeting notes

Create + Schedule Social Posts with AI
- Plan a 30-day content matrix
- Write captions and video scripts with proven formulas
- Design and schedule a month of posts

Brand Style Guide with AI
- Build a complete brand style guide with AI
- Define colours, fonts, imagery and brand voice
- Keep every asset on brand

Create a Funnel with AI
- Build funnels with GoHighLevel AI Studio and Ask AI
- Build a funnel manually from a template

Create a Website with AI
- Build a website with AI from a ready-made template
- Write and customise every page with AI

Get Found by AI (GEO)
- Audit how your business shows up in AI search tools like ChatGPT and Gemini
- Optimise your website so AI tools find and recommend your business

GoHighLevel 4 courses

GHL A: CRM + Sales Pipeline
- Create, organise and clean up contacts
- Set up tags, custom fields and smart lists
- Manage pipelines, opportunities and conversations

GHL B: Automations
- Build triggered workflows
- Add if/else logic, wait steps and goals
- Automate tags, pipeline movement and tasks

GHL C: Revenue + Reporting
- Set up products, pricing and checkout
- Manage invoices, subscriptions and refunds
- Track transactions and reporting

GHL D: Websites, Funnels + Nurtures
- Edit and maintain GHL websites and funnels
- Connect forms and lead capture
- Test automations and publish updates

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Industry Software + Compliance 5 courses

Mindbody
- Navigate the dashboard and audit the setup
- Set up automated reminders and rebooking
- Manage client records, notes, forms and waivers

Jane App
- Book, reschedule and cancel appointments
- Manage patient records and online booking
- Find patients due for follow-up and run reports

ChiroTouch
- Run front desk scheduling and patient records
- Manage patient communication and follow-up

HIPAA for Doers
- Handle patient information safely from home
- Keep PHI inside client systems and out of marketing without consent
- Certified HIPAA trained with a signed attestation

Cyber Security
- Use AI safely without putting your business data at risk
- Spot and avoid phishing, malware and other common cyber attacks

Social Media 3 courses

Builds on the social media skills every Doer learns in onboarding.

Social Platform Badges
Pinterest+ · TikTok+ · YouTube+ · LinkedIn Organic
- Business, competitor, market and trend research for the platform
- Set up and optimise your profile with social SEO
- Create, schedule and moderate content

Facebook Groups (Conversational Marketing)
- Research groups where your ideal clients are
- Start conversations that turn into leads
- Track every lead in a pipeline

LinkedIn Outreach
- Find prospects with Sales Navigator
- Run connection and message campaigns in Octopus CRM
- Track outreach performance

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Websites, SEO + Analytics 4 courses

Website+

- Add, clone and customise website pages
- Update menus and SEO meta data
- Works across WordPress, Squarespace, Wix, Kajabi and GoHighLevel

SEO+

- Fix technical SEO and submit sitemaps
- Compress images and write alt text
- Build on-page and off-page SEO

Blogging

- Research keywords and write blog copy
- Design blog graphics in Canva
- Publish posts and manage comments

Google Analytics

- Set up Google Analytics and connect your website
- Validate data collection
- Build automatic reports

Sales, Support + Reputation 6 courses

Sales Pipeline

- Set up pipeline stages and workflows in GoHighLevel
- Build application and pre-consult nurtures
- Take sales call notes and run post-consult follow-up

Customer Support

- Manage your inbox with saved replies and escalations
- Set up a Help Scout helpdesk, chat widget and help centre
- Write support scripts and report on metrics

Project Management

- Scope, plan and schedule projects
- Run meetings and capture action items with AI
- Manage projects in Asana and track metrics

Review + Reputation Management

- Run an online reputation audit
- Set up Google Alerts for brand mentions
- Respond to Google, Trustpilot and Yelp reviews

Review Outreach

- Build automated review request nurtures
- Works in GoHighLevel, ActiveCampaign, Kajabi, Keap, Mailchimp, Klaviyo and Omnisend

Referral Outreach

- Launch refer-a-friend campaigns
- Build automated referral nurtures in your email tool

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eCommerce 7 courses

eCommerce Doers already learn these in onboarding. These courses are for other Founders who also sell products online.

eCommerce Foundations

- Research in-demand products with Google Trends and competitors
- Understand fulfilment methods and Amazon selling
- Draft product descriptions

eCommerce Store + SEO

- Set up a Shopify store, theme, apps and payments
- Create products and collections
- Optimise store SEO and track store metrics

Inventory Management

- Manage stock in Zoho, Shopify and WooCommerce
- Set up product codes and inventory alerts
- Manage suppliers

eCommerce Email Marketing

- Build welcome, cart abandonment, post-purchase and win-back nurtures
- Send newsletter broadcasts
- Design emails for deliverability

eCommerce Social Media

- Set up Facebook, Instagram and Meta Shop
- Optimise and track Meta Shop sales
- Create content and manage comments and tags

eCommerce Customer Support

- Set up a Gorgias helpdesk, chatbot and help centre
- Create flows, quick replies and macros
- Report on customer experience metrics

Amazon Private Label

- Manage Seller Central and Brand Registry
- Design Amazon stores and product listings, and write listing copy
- Optimise Amazon SEO and set up bundles, subscriptions and Amazon Pay

Not sure which course fits?

Every course ends with real projects for your business, so your Doer puts new skills to work straight away. Bring your task list to your call and we'll help you choose the training that frees up the most of your time.

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