



ACE BLUEPRINT

THE ACE BLUEPRINT

THE 30-DAY EMERGENCY STABILIZATION PROTOCOL

Your business is on fire. This is the fire extinguisher.

A 4-week protocol to stop the bleeding, stabilize operations,
and build the foundation for growth.

theaceblueprint.com

Turn Chaos Into Execution. Lead Like a CEO.



HOW TO USE THIS PROTOCOL

This is not a course. This is not a framework to study. This is a 4-week emergency protocol designed to stabilize a business that is bleeding cash, time, or both.

Each week has a specific focus and specific daily actions. Do not skip ahead. Do not cherry-pick. The sequence matters because each week builds the foundation for the next.

The 4-Week Structure

- > Week 1: TRIAGE -- Stop the bleeding. Audit everything. Clear the decision backlog.
- > Week 2: STABILIZE -- Lock down revenue, operations, and your weekly rhythm.
- > Week 3: OPTIMIZE -- Cut waste, fix delivery, install accountability.
- > Week 4: PREPARE -- Clarify roles, document systems, set the 90-day vision.

By the end of 30 days, your business will have stopped the bleeding, established a stable operating rhythm, and have a clear path forward. This is not transformation -- this is triage. Transformation comes next.

TRIAGE

The first week is about visibility. You cannot fix what you cannot see. These three audits will expose exactly where the damage is and give you the data to act decisively.

Day 1-2: Cash Flow Emergency Audit

Map every dollar in and out for the last 90 days. Identify the top 3 cash drains. Cut or renegotiate immediately.

- > Pull bank statements and accounting records for the last 90 days
- > Categorize every expense: essential, important, discretionary
- > Identify the top 3 cash drains by total dollar amount
- > Take immediate action: cancel, renegotiate, or restructure

Day 3-4: Time Audit

Track every hour for 48 hours. Categorize: revenue-generating, operational, administrative, fire-fighting. Goal: identify where 70%+ of time goes.

- > Use a simple spreadsheet or timer app -- track in 30-minute blocks
- > Be brutally honest about how time is actually spent
- > Calculate the percentage in each category
- > Target: move at least 20% of fire-fighting time to revenue-generating activities

Day 5-7: Decision Emergency

List every pending decision. Categorize as Tactical (decide today), Transitional (decide this week), or Transformational (schedule for Week 3). Clear the backlog.

- > Write down every decision you have been avoiding or postponing
- > Tactical decisions: make them today, even if imperfect
- > Transitional decisions: schedule 30 minutes each to resolve this week
- > Transformational decisions: block time in Week 3 for strategic thinking

STABILIZE

With visibility from Week 1, you now stabilize the three things that keep a business alive: revenue, operations, and rhythm.

Revenue Stabilization

Contact your top 10 clients. Identify upsell opportunities. Launch one revenue recovery initiative.

- > Call (not email) your top 10 clients by revenue
- > Ask: What else do you need? What are we not doing well?
- > Identify at least 3 upsell or cross-sell opportunities
- > Launch one initiative: a new offer, a retention campaign, or an upsell package

Operations Baseline

Document your 3 most critical processes (even roughly). Assign one team member to each.

- > Identify the 3 processes that, if they broke, would cripple the business
- > Write a rough SOP for each -- even bullet points are better than nothing
- > Assign one team member as the owner of each process
- > Schedule a 15-minute review of each process at end of week

Weekly Operating Rhythm

Install Monday planning meeting (30 min) and Friday review (15 min). Non-negotiable.

- > Monday: Review priorities, assign ownership, set 3 weekly goals
- > Friday: Review what got done, what didn't, and why
- > Put both on the calendar as recurring, non-negotiable meetings
- > This rhythm alone will transform your team's execution

OPTIMIZE

With the bleeding stopped and operations stabilized, Week 3 is about eliminating waste and installing accountability.

Profit Leak Repair

Review all expenses. Cut anything that doesn't directly generate revenue or protect operations. Target: 10-15% cost reduction.

- > Export your full expense list and review line by line
- > For each expense ask: does this directly generate revenue or protect operations?
- > Cancel, pause, or renegotiate everything that fails the test
- > Set a target of 10-15% total cost reduction

Client Delivery Audit

Review delivery quality for your top 5 clients. Fix any gaps immediately.

- > Review the last 30 days of delivery for your top 5 clients
- > Identify any gaps in quality, timeliness, or communication
- > Fix gaps this week -- do not let them carry into Week 4
- > Proactively reach out to any clients who may be at risk of leaving

Accountability Installation

Assign KPIs to every team member. One number per person, reviewed weekly.

- > Every team member gets one primary KPI they are responsible for
- > The KPI must be measurable, within their control, and reviewed weekly
- > Add KPI review to the Friday meeting agenda
- > This is not about pressure -- it is about clarity and ownership

PREPARE

The final week sets the stage for sustained improvement. You have stopped the bleeding, stabilized operations, and installed basic accountability. Now you prepare for the next phase.

Team Clarity

Every team member gets a written role description with 3 key responsibilities and 1 KPI.

- > Write a one-page role description for every team member
- > Include: role title, 3 key responsibilities, 1 primary KPI, who they report to
- > Review each description with the team member directly
- > Get written acknowledgment -- this is their commitment to the role

Systems Documentation

Document 3 more processes (total of 6 by end of month).

- > Identify the next 3 most critical processes after the 3 from Week 2
- > Document each with step-by-step instructions
- > Assign an owner to each new process
- > You now have 6 documented processes -- the foundation of your operations manual

90-Day Vision

Write a 1-page strategic vision for the next 90 days. Share with team.

- > One page maximum -- clarity, not complexity
- > Include: revenue target, 3 strategic priorities, key hires needed, systems to build
- > Share with the entire team in a dedicated meeting
- > This becomes the north star for the next quarter

Stabilization Is Step One. Transformation Is Step Two.

Take the next step toward building a business that runs without you. Apply for your complimentary Strategy Audit today.

APPLY: theaceblueprint.com/apply.html

CALL: calendly.com/theaceblueprint/30min

12 operators per quarter. Intentionally.

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