

  
**THE BACKUP-  
FOR-YOUR-  
BACKUP  
SYSTEM  
BUILDER**

**THE FOURTH  
GENERATION FORMULA**



**KABLE RECORD**

# THE BACKUP-FOR-YOUR-BACKUP SYSTEM BUILDER

## FROM THE FOURTH GENERATION FORMULA

*"Heroes are exciting. Professionals are boring—and rich."*

## TURN YOUR REPEATED PROBLEMS INTO AUTOMATED SOLUTIONS

After El Paso—78 hours of heroic effort that nearly killed us—I made a promise: Never again. This worksheet helps you build systems that make heroics unnecessary.

### STEP 1: IDENTIFY YOUR REPEAT OFFENDERS

**List 5 problems you've solved more than twice:**

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**Which one causes the most pain/wastes the most time?**

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**This is your first system to build.**

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## **STEP 2: TRACE THE FAILURE PATTERN**

**When does this problem typically occur?**

- Start of projects
- Under deadline pressure
- When key people are absent
- During busy seasons
- When communication breaks down
- Other: -----

**What's always missing when this fails?**

- Clear instructions
- Backup resources
- Documented process
- Right tools
- Sufficient time
- Accountability

**What's always missing when this fails?**

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# STEP 3: BUILD YOUR BACKUP SYSTEM

## THE PRIMARY SYSTEM

What needs to happen (3 steps max):

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Who does it: \_\_\_\_\_ When:

\_\_\_\_\_ Tools

needed: \_\_\_\_\_

## THE BACKUP PLAN

If Step 1 fails: \_\_\_\_\_ If the person is unavailable:

\_\_\_\_\_ If the tool breaks: \_\_\_\_\_

## THE BACKUP FOR YOUR BACKUP

If Step 1 fails: \_\_\_\_\_ If the person is unavailable:

\_\_\_\_\_ If the tool breaks: \_\_\_\_\_

## THE BACKUP FOR YOUR BACKUP

Worst case scenario plan: \_\_\_\_\_ Emergency contact:

\_\_\_\_\_ Alternative solution: \_\_\_\_\_

## STEP 4: THE EL PASO CHECK

**Ask yourself:**

**If this was El Paso (everything that can go wrong, will):**

- Do I have 2x the resources I think I need?
- Is there a backup for every critical component?
- Can this run without me?
- Is it documented clearly enough for someone new?
- Have I tested the backup systems?

**What's still vulnerable?**

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## STEP 5: THE ONE-PAGE SYSTEM DOC

**System Name:** -----

**Purpose:** -----

**Trigger: (When to use this system)**

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**Steps:**  -----

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**Resources:**

**Primary:** -----

**Backup:** \_\_\_\_\_

**Emergency:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Backup Owner:**

\_\_\_\_\_

**Last Updated:**

\_\_\_\_\_

## SYSTEM SUCCESS METRICS

**Track for 30 days:**

**Before this system:**

Hours spent on this problem weekly: \_\_\_\_\_

Stress level (1-10): \_\_\_\_\_

Times it failed: \_\_\_\_\_

**After implementation:**

Hours spent weekly: \_\_\_\_\_

Stress level (1-10): \_\_\_\_\_

Times it failed: \_\_\_\_\_

**Time saved per month:** \_\_\_\_\_ **hours Stress reduced:**

\_\_\_\_\_ % \_\_\_\_\_

## THE SYSTEM BUILDER'S RULES

- **Start ugly**—perfect systems built later beat perfect plans built never
- **Document everything**—if it's not written, it doesn't exist
- **Test the backup**—Murphy's Law loves untested systems
- **Update regularly**—systems rot without maintenance
- **Share widely**—systems in one person's head aren't systems

# YOUR NEXT SYSTEMS TO BUILD

Based on your Step 1 list, prioritize your next 3 systems:

**Next Month:** \_\_\_\_\_ **Month 2:**

\_\_\_\_\_ **Month 3:**

\_\_\_\_\_

## REMEMBER

Every repeated problem is a system begging to be built. Every time you solve the same issue twice, you're choosing to be a hero instead of a professional.

The goal isn't to eliminate all problems. It's to eliminate solving the same problem repeatedly.

**Stop being a hero. Start being boring. Get rich.**

### **BONUS: THE SYSTEM AUDIT**

*Once monthly, ask:*

What did I do more than once this month?

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What crisis required heroic effort?

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Where did I think "never again"?

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*Those are your next systems.*

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