

MASTERCLASS

3 Easy Steps to Start Systemising Your Business

with Kim Wright

26 OCTOBER



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HER BUSINESS

The HerBusiness Growth Zones®



Planning



Sales & Marketing



Products



Systems



People



Money



Technology



You

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HER BUSINESS

Today's HerBusiness Growth Zone®



Planning



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## What you'll learn:

- **MYTHS**

The 3 most common myths that stop you from capturing your systems and processes.

- **VALUE**

How systems and processes keeps your business humming along as it grows.

- **COST**

The invisible costs and risks due to lack of systems and processes.

- **WHAT IT TAKES**

The 6 steps to capture your processes.

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## Kim Wright

Office Society



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## Why do you need to systemise your business?

- Improvement
- Consistency
- Freedom
- Time and energy
- Overwhelm
- Void

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## What are the signs?

- Inconsistency
- Lost time
- Missed opportunities
- Frustrated team and frustrated you
- Complaints
- Putting out fires
- Slipping through the cracks

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## Myths

- I'm a small business so I don't need processes
- My business is too complex for systems to work
- The team won't follow processes

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## Value

- Reduces risk
- Ensures consistency
- Improves efficiency
- Acquisition requirements
- Franchise
- Business process improvement

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## The hidden costs

- Time
- Growth
- Brand strength
- Health

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## What it TAKES to systemise your business?

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## Identify

- Make a list of your most recurring tasks
- Daily, weekly tasks and obligations
- Word, Google Doc or Notepad
- Existing processes

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## Categorise

- Administration
- Marketing
- Sales
- Financial
- Customer service
- Team management

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## Organise

- Hierarchy of folders
- Google Drive, Drop Box or other
- ONE main folder - SOP
- Sub folders for each category
- Naming processes

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## Organise

- SOP - ADMINISTRATION - Backupwebsite-2021-10-01
- SOP - CUSTOMER SERVICE -TemplateFAQ -(date)
- SOP - SALES - Services-products-(date)

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## Capture

- Use a screen recording tool such as LOOM
- Voice recording app
- Go Pro or mobile phone
- Step by step
- Transcribe video (REV)
- Word or Google Doc

## Test

- Performed by someone else
- Do they have questions
- Make necessary improvements
- Ask them to try it again

## Review

- Working draft of your systems
- Room for improvement
- Schedule time to review each SOP

## Summary

- Business systemisation is an essential part of any business
- Stays in the mind of the individual who actually knows how to do it
- Oversee the operations of your business
- Grow your business

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Now you are set to GO!

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QUESTIONS

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## Member Offer

- **Systems in a Week Package:** Capturing Your Most Urgent 3 - 5 Systems:
  - Systems Checklist
  - Organise Central Storage System
  - Schedule SOP Day
  - Transcribing of video recordings
  - Document processes
  - Blue print

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## Bonus

- Table of content
- Easy reference
- Links included

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## Contact Me

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## Thank You



**Kim Wright**  
Office Society

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