







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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Her

Kim Wright

Office Society



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Why do you need to systemise your business?

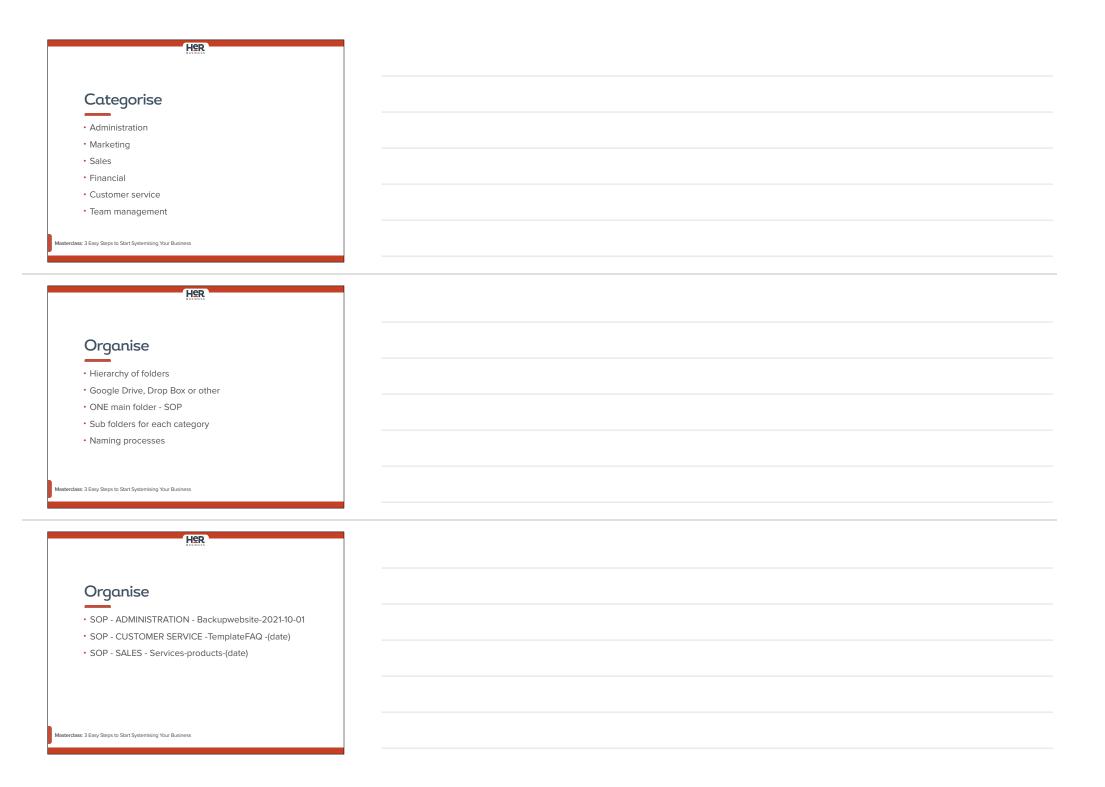
- Improvement
- Consistency
- Freedom
- · Time and energy
- Overwhelm
- Void

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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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| Her |
| BUSTNESS |
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| Mutha |
| 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 |
| The team work follow processes |
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| HER | |
| Value | |
| • Reduces risk | |
| Ensures consistency | |
| Improves efficiency | |
| Acquisition requirements | |
| • Franchise | |
| Business process improvement | |
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| What it TAKES to systemise your business? |
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| HER |
| exists |
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| Identify |
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| Make a list of your most recurring tasks |
| Daily, weekly tasks and obligations |
| Word, Google Doc or Notepad |
| Existing processes |
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| HER BUSINESS | |
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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 | |
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| HER BUSINESS | |
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| _ | |
| Test | |
| Performed by someone else | |
| | |
| • Do they have questions | |
| Make necessary improvements | |
| Ask them to try it again | |
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| Review | |
| | - |
| Working draft of your systems | |
| Room for improvement | - |
| Schedule time to review each SOP | |
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| BUSINESS | |
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| 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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| Name and the COI | |
| Now you are set to GO! | |
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| QUESTIONS | |
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| HER BUSINESS |
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| Member Offer |
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| Systems in a Week Package: Capturing Your Most Urgent 3 - 5 |
| Systems: |
| Systems ChecklistOrganise Central Storage System |
| Schedule SOP Day |
| Transcribing of video recordings |
| Document processes |
| Blue print |
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| HER BUSINESS |
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| |
| Bonus |
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| Table of content |
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Thank You



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