

WORKING ON RATHER THAN IN YOUR BUSINESS

You are welcome to contact us on 1300 791 600 for further ideas and support in this area.

Action	Outcome	Person Responsible <i>(Make sure you involve others, if possible)</i>	To be done by <i>(Date of next SYB meeting, if possible)</i>
Calculate the percentage of time you spend working 'in' your business and then 'on' it. If you're devoting no time to working on your business, commit to 2 to 3 hours once a week at a minimum. Make it possible or you'll be doing what you're doing forever. If you're taking time to work on your business already, extend that a bit.	To realise just how little time you spend working on your business. Or to pat yourself on the back if you're spending a significant percentage of your week working on your business.	You	
With this information in hand, explain this concept to your team, get their support for your working 'on' time by explaining that it will make working at the business more fun, more rewarding, and will mean there will be a future career path for them.	To win the support of your team and have them allow you that time freely.	You and your team	
Buy and read a copy of Covey's book. If you've already read it, read it again. There is a saying—'repetition is the mother of all understanding.' Get Covey's book from Amazon	To gain even more clarity about this topic and apply these ideas to your business.	You	
Buy and read a copy of Gerber's book. Once again, if you've already read it, read it again. Get Gerber's book from Amazon	To gain even more clarity about this topic and apply these ideas to your business.	You	
Begin thinking about your business with the end in mind. If you were to get it to a point where you felt it was 'done,' what would it be like, what work would be finished, how would it run, and so on? Scribble all your ideas on paper. This is the start of working on your business.	To begin creating a business that is bigger than just you and, as such, is an asset that can be valued-added or sold!	You	
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WORKING ON RATHER THAN IN YOUR BUSINESS (CONTINUED)

Action	Outcome	Person Responsible <i>(Make sure you involve others, if possible)</i>	To be done by <i>(Date of next SYB meeting, if possible)</i>
Conduct a brainstorming exercise with your team to examine key business processes and begin to develop systems for each	To empower your team, generate creative ideas and get everyone on the same page	You and your team	
Talk to us on 1300 791 600 for any assistance in this area.	To make sure you do begin to work on your business and enjoy the benefits offered here—eventually, more time to yourself, greater profitability, and the creation of a much more valuable asset.	You and SYB	

IMPROVING SYSTEMS AND PROCESSES

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Set up a work diary and track all the processes you are involved in	A record of how much time is spent on minor tasks vs managing the business	You	
Select the processes you think should be able to be done by someone else and analyse the steps to see what's involved. Use the plot process and/or flow chart techniques (we have provided a template for plot processing)	A good idea of just what is involved in a process – the first step to systemisation	You	
Draw up policies and procedures for these processes and use them to teach someone else the job	You have delegated non value adding tasks to someone more appropriate	You	

IMPROVING SYSTEMS AND PROCESSES (CONTINUED)

Action	Outcome	Person Responsible <i>(Make sure you involve others, if possible)</i>	To be done by <i>(Date of next SYB meeting, if possible)</i>
Look at the other processes in your business and select a top level one. Gather what you know using the Process Profile form in the attached document. Then analyse these using the plot process and/or flow chart techniques	To establish if your critical business processes can be done more efficiently and/or to provide more control over them	You and your team	
Consider how automated practices could link processes to make each more efficient	Integrated processes that maximise customer service and minimise process duplication	You and your team	
Consider ways to implement improvements that keep the team on side and interested in making suggestions for improvement ongoing	Improved process efficiency and a culture of continuous improvement	You and your team	
Analyse and reengineer other major processes	An efficient business	You and your team	
Begin thinking about your business with the end in mind. If you were to get it to a point where you felt it was 'done,' what would it be like, what work would be finished, how would it run, and so on? Scribble all your ideas on paper. This is the start of working on your business.	To begin creating a business that is bigger than just you and, as such, is an asset that can be valued-added or sold!	You	
Conduct a brainstorming exercise with your team to examine key business processes and begin to develop systems for each	To empower your team, generate creative ideas and get everyone on the same page	You and your team	
Talk with one of our SYB business coaches for any assistance in this area.	To make sure you do begin to work on your business and enjoy the benefits offered here—eventually, more time to yourself, greater profitability, and the creation of a much more valuable asset.	You and your SYB business coach	