

# Systemising Your Business



## Key Points:

- Systemising your business makes it more valuable
- How to run a systemised business
  - You manage your team
  - Your team runs the systems
  - The systems provide the customers with great service
  - The customers pay the business
  - The business supports you
- Types of systems
  - Photo
  - Flow charts
  - Check list
  - Software
  - Screenshot
  - Video
    - Video Systems are the quickest to make and easiest to follow
- Lower level tasks are the best to systemise

## Discussion Questions:

*(Make it a safe place where people understand that they do not have to share if they don't feel comfortable with sharing private / sensitive information but emphasise the importance of them still answer the question and writing it down for themselves.)*

1. What are the low-level tasks in your business that you can create systems for?
2. Which one of the above tasks is the biggest frustration / time waster?
3. What type of a system will you create to make that task easier or be able to be delegated?

## Business Building Activity:

Start creating systems and implementing them into your business.

*N.B. Please do not hand these out, these are for you to guide / facilitate conversation. We suggest you ask the question and open it for discussion. If there is a void in conversation, or it is hard to get the conversation going, share your answer then ask the others if they have any thoughts. The questions are a guide only, allow discussions to carry on as long as it is still on topic. Ensure the activity is given as "homework" so people are getting value and making progress.*