

Simplify and Systematize Your Business: 5 Keys Steps to Creating Effective and Efficient Processes

These are Universally True:

- ✓ *Every business has regular business processes to manage*
- ✓ *Sometimes they need to be tightened up*
- ✓ *You may be wasting money, time and energy*
- ✓ *Revisit current processes to look for ways to make them more efficient*

1. Identify which Business Processes to Simplify:

- ✓ *Identify where your business is struggling*
- ✓ *Business processes can be in areas such as:*
 - *Customer service*
 - *Product development*
 - *Marketing*
- ✓ *There may be a particular task that drains resources such as:*
 - *Time consuming tasks*
 - *High impact tasks*
 - *Expensive tasks*
- ✓ *Understand that some tasks simply can't be cut*
- ✓ *Find other ways to make the most of your efforts*

2. Map Out the Process

- ✓ *Create a visual workflow of the process*
- ✓ *Keep it SIMPLE and easy for everyone to understand*
- ✓ *Make sure things are detailed and specific*
- ✓ *Identify the main goal of the task*
- ✓ *Enlist employees/outsourced staff to help outline tasks*

3. Review Your Workflow- Remove, tighten up or improve tasks by looking for:

- ✓ **Bottlenecks**
 - *Where work piles up and stops other work from coming through*
- ✓ **Communication Relays**
 - *Losing time due to repetitive relaying of information*
- ✓ **Confusion**
 - *Part of the process that is unclear, ill-defined or confusing*
- ✓ **Lack of Visibility**
 - *Others who have responsibility can't determine where their work fits it*
- ✓ **Integration Issues**
 - *Technology behind a process doesn't integrate with other systems*
- ✓ **High Costs**
 - *Compare costs with results from the task*
- ✓ **Delays**
 - *Find delays and ask why they're happening*
- ✓ **Missing Steps**
 - *Missing steps can lead to snap decisions, which in turn lead to inefficiency*
- ✓ **Disordered Steps**
 - *A different sequence of steps may be more logical and efficient*

4. Redesign the Process for Better Efficiency

- ✓ *Starting with the goal, redesign the process and remove problems*
- ✓ *How will changes impact other parts of the task?*
- ✓ *Keep in mind changes could actually reduce efficiency*
- ✓ *Create a new diagram or flowchart of the revised process*
- ✓ *Keep things clear and clarify resources needed*
- ✓ *Your new process needs to be easily teachable*

5. Test Thoroughly and Implement

- ✓ *During the trial period the tasks and the process may be a little shaky*
- ✓ *Review and then go back to the design step to redesign steps that aren't working*
- ✓ *Communicate changes clearly to everyone involved*
- ✓ *Explain the benefits, anticipate that there may be some resistance and be open to asking for and listening to feedback*

An Ongoing Process

- ✓ *Once you've implemented changes for one task, it's time to think about the next one*
- ✓ *Tackle processes one after another*
- ✓ *Take your time to make sure things are running smoothly*

Once you begin to implement processes and systems, you will begin to see how much time and energy you are saving. It also makes it MUCH easier to bring additional staff on board so that you can grow your business with greater ease.

If you have any questions, please drop me a line at systems@thrive4success.com.