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1 systemize your b calendar look at your b calendar right now it s probably full of requests from other people but is it in line with your b priorities and objectives systemize your ti b me with your b calendar by marking the time you complete a particular task and aligning the task with a goal two things might happen so here s how you can intentionally systematize and systemize your business plus what exactly you should systemize how to systemize your business to systemize is to arrange something according to a method or specific steps so that people can interact with it in a more standardized manner whether you re looking to improve the efficiency and success of your business or you re simply attempting to carve out more time away from the desk or both here s a simple three step process to systematize your business so that you can give your venture the oxygen it needs to breathe 1 the sales process when you re an entrepreneur having simple repeatable systems in place is crucial to the success and sustainability of your business one aspect that is often overlooked as a general rule tasks that are repetitive or data heavy are ideal tasks to systemize these can include generating leads onboarding new clients managing sales funnels managing calendars or booking appointments billing customers surveying customers scheduling social media email marketing updating a website systemizing your business is imperative to succeed it gives an organization and its members a clear overview of their respective roles and how to perform standard operating procedures sops with sops in place your company will be more efficient and effective providing you the opportunity to grow and thrive systemizing your business means putting yourself on the path to running the most successful business you can it gives your employees the space they need to breathe while letting you take a step back and maybe some much needed time off as the business processes take care of themselves 1 improved efficiency systemization allows you to streamline processes and reduce manual labor while using automation tools helps save time on repetitive tasks and systematizing makes it so much easier for you to track progress and identify any inefficiencies that need addressing the three lists you need to make before you can start systemizing your company screen casting to document systems quickly making systems for system creation collaboratively improving and iterating on processes who in your business is the best person to document the processes how often should you review your processes the power of business systems 5 steps to systemizing your company by zachburkes join thousands of ceos getting free daily business coaching videos the predictable profits playbook beyond 7 figures podcast want practical tips strategies and ideas that our clients use to scale their businesses systematizing is the process of creating standard operating procedures or policies that are tailor made for your business to ensure smooth operations orderliness and productivity you get to seize upon your business s strengths and find continuous success by replicating those procedures that work best some of the benefits can include a system is a step by step process from beginning to end that you use to ensure consistency and dependable performance in every area every new business or business activity requires tremendous time effort expense and even genius to learn and develop for the first time systemize also known as systematize refers to organizing and standardizing business operations tasks and procedures to create efficient and repeatable workflows it involves implementing structured systems tools and processes that streamline operations improve productivity and enhance overall business

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