
Systems

“When you focus on improving processes rather than on reducing costs, costs come down naturally as you reduce process waste and inefficiencies.”

-Greg Brue, Six Sigma for Managers

“Today, you are paid for accomplishments, not activities.”

-Brian Tracey, Focal Point

“The real contribution of leadership in a time of change lies in managing the dynamics, not the pieces. The fundamental job of leadership is to deal with the dynamics of change, the confluence and congruence of the forces that change unleashes, so that the company is better prepared to compete.”

-Jeanie Daniel Duck, Managing Change: The Art of Balancing

“The System is the Solution.”

-AT&T

“The strategic management process has two parts. The first part involves identifying what a company’s common goals are and then creating a series of specific systems designed to direct all business activities toward these goals. The second part involves managing a successful implementation and inculcation of these systems throughout the corporation.”

- Paul Argenti, The Fast Forward MBA



Systems Checklist Items

- ✓ Brainstorm ways that you can begin to automate systems in your business. Think of the various areas that you could put on autopilot such as Marketing, Social Media, or even Payments or Finances
- ✓ Look in to tools such as TwitterFeed, TweetDeck, Su.pr, LastPass, or Disqus to save time. Also, see if you can set up auto-responders or canned responses to speed up your processing time.
- ✓ There's lots to do before becoming a digital nomad to get your financials in order before you go. Do the following:
 - Set up an account with an international bank.
 - Make a budget before you go.
 - Make backup documents and keep copies of your cards online just in case.
 - Have a backup plan with a relative or friend in case of emergency.
- ✓ Backup and Recovery are your friends! Don't ignore them 😊 Assess your current recovery options, and decide how you want to divvy your storage between free and paid backup. Set up with www.Mozy.com for automated daily backup.



- ✓ After automating everything that you can, start noticing other things that can be outsourced.
- ✓ Begin Process Mapping (writing down task sequences) for tasks you'd like to test with a virtual assistant (VA).
- ✓ Do a test run with a VA or two and see how it goes.
- ✓ Determine other tasks that you could free your time up with and get started on higher dollar projects that will earn you more money now!

