FREE GUIDE

YOUR VA

A BUSINESS THAT WORKS WHEN YOU CAN'T

How Systems Can Help You Step Away From Your Business

We've talked a lot about systems.

If you visit our resources page there's a guide there called **How to Systemise and Automate your Business** to help you with your own, plus we've updated the Business Manager's Toolbox guide with current tools and apps we've tried and tested.

For your business to keep going without you, and to scale as your business grows, you need two things:

1. Systems and Processes
2. People

With those two in place, your business can continue servicing your clients without you. Business development, strategy and goal-getting might slow down while you're out of action, but if I think about the clients we work with who have taken time out, these two resources above have meant we could continue without them.

TIME OUT TIPS

Some pre-planning is involved so you can enjoy your time out without worrying about the wheels falling off in your absence.

1. Start to systemise what you do. When I mean systemise I'm talking about using tools and processes to automate the manual cogs of your business.
2. If you don't have someone already, start training someone who can step in for you in your absence.
3. Everything you do should be documented. Your appointments, your processes, your quality control … your IP won't do your business any good if it's all in your head. Over the next month start to screenshot, loom or note down everything you do.
4. Batch your content in advance. If you run challenges, newsletters, membership content, blog, video, podcast … have a backup of content you've batched to draw from.
5. Don't micro-manage! Empower your team to think for themselves and for your business. If you're employing the right people and training them to meet expectations, you won't have to worry when take that well earned time out.

ASK YOURSELF ONE QUESTION

if I was to be absent for a month from tomorrow, what would happen in my business?

Based on that answer you can be proactive and start to plan. Because whether you take time out to recharge, for health reasons or for family ... your business should be able to survive (and thrive) without you.

YOUR VA VIRTUAL ASSISTANT

NEXT STEPS:

ONGOING HELP!

BOOK A DISCOVERY CALL TODAY

NEED HELP IN A HURRY?

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