TIPS

FOR CREATING BUSINESS SYSTEMS
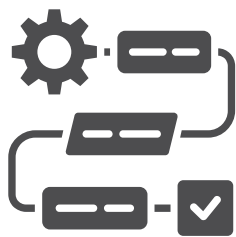
SYSTEMS2SCALE

STEP 0

Seek Progress over Perfection

Implementing systems in your business is not one big bang step. Tackle one area at a time, embedding habits for quality and continuous improvement

STEP 1

Identify your Business Activities

List your everyday activities - Sourcing, Purchasing, Cashflow management, Stranded inventory management etc.

You can categorise them by function too eg Finance, Admin, Sales . .

STEP 2

Document

When you are next performing an activity make a list of every step you take. Take pictures, screenshots or videos for more clarity.

Include the people, inputs, processes, tools, outputs, timelines and quality assurance needed to complete the tasks.

These are your *Standard Operating Procedures*

STEP 3

Implement

Train your team using your documented SOPs.

Add any steps, techniques, strategies or tips you may have missed the first time.

STEP 4

Improve

Continously Identify ways to streamline, automate, reduce errors, improve your systems.

Update your documentation as you go.