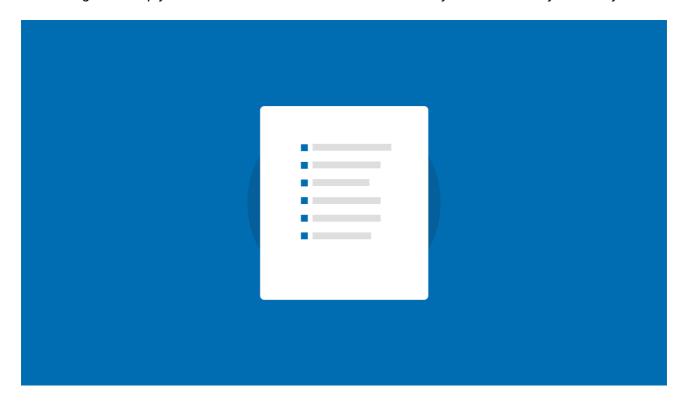
15 WAYS TO ORGANIZE AND SCALE YOUR BUSINESS

Business organization can be hard. Between trying to figure out the needed tasks and which ones can be outsourced, you can end up with more things to do then you originally had. This list of 15 things can help you eliminate the unneeded tasks and scale your business in just 90 days!



START WITH THE RIGHT PRIORITIES
CREATE SHORT TERM GOALS
SET UP SPECIFIC TASKS TO ACHIEVE THEM
DECIDE WHAT REALLY NEEDS TO GET DONE
ARE YOU THE ONLY PERSON WHO CAN DO
CREATE SYSTEMS TO BUILD A TEAM
SET UP GOOGLE SPREADSHEETS FOR TRACKING
USE TRELLO BOARDS FOR YOUR PROJECTS
USE TIME BLOCKING TO PLAN YOUR WEEK
REVIEW YOUR PROGRESS EACH DAY
PLAN YOUR WEEK EVERY SUNDAY
SHUT DOWN PHONE + EMAIL WHEN WORKING
NO MORE THAN 15 MINS A DAY ON SOCIAL MEDIA
RECORD TRAINING VIDEOS FOR YOUR TEAM
CREATE TEMPLATES FOR EBOOKS + SOCIAL MEDIA

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