

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

Make and Share Free Checklists

checkli.com