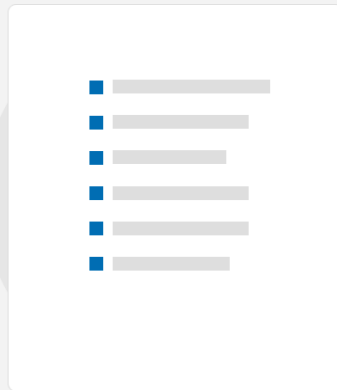


# Ways To Organise And Scale Your Business

Growing a business, Scaling a business



- ☐ 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 it?
- ☐ 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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