

# 15 Ways to Organize and Scale Your Business



- ☐ 1. Start with the right priorities
- ☐ 2. Create short term goals
- ☐ 3. Set up specific task to achieve them
- ☐ 4. Decide what really needs to get done
- ☐ 5. Are you the only person who can do it?
- ☐ 6. Create systems to build a team
- ☐ 7. Set up google spreadsheets for tracking
- ☐ 8. Use trello boards for your projects
- ☐ 9. Use time blocking to plan your projects
- ☐ 10. Review your progress each day
- ☐ 11. Plan your week every sunday
- ☐ 12. Shut down Phone+ Email when working
- ☐ 13. No more than 15 mins a day on social media
- ☐ 14. Record training videos for your team
- ☐ 15. Create templates for Ebooks+Social media