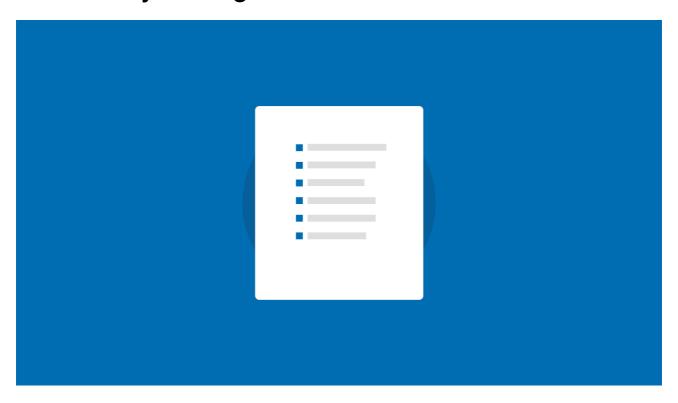
## 15 Ways to Organize and Scale Your Business



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 dayon social media
14. Record training videos for your team
15. Create templates for Ebooks+Social media