

7 STEPS

TO HAVING CONTROL IN YOUR BUSINESS

After being in business for a while, especially a growing businesses, a lot of the paperwork can start to build up in a pile, a box or a drawer or two, invoices to send don't get sent, overdue debtors don't get followed up, employee records go uncompleted, paying your invoices becomes more stressful, jobs you're working on become harder work and you chase your tail because you're not as organised as you used to be. The growing team gets more work done, but also creates more work for you.

IF THIS IS WHERE YOU'RE AT, OR THINK YOU MIGHT BE HEADING THIS WAY, THEN **GAINING CONTROL** COULD BE A LOT SIMPLER THAN YOU THINK – BUT IT WILL TAKE A LITTLE WORK.

1. Take yourself down to your favourite coffee shop with nothing more than a notebook and pen. Order a coffee and then scribble down what is frustrating you most about your business (just bullet-point notes – not detailed specifics).
2. Next, think about what you were thinking when you decided to start your business. What were your hopes and dreams?
3. Write down the goals that you had as you started.
4. Now that you have thought about your initial goals, highlight the ones which are still relevant. What new goals have you added since? Are there more you'd add now?
5. Who of my staff have really stepped up that you might be able to rely on to take a little more responsibility?
6. What can you stop doing or delegate now so you can free a little time to work away at the lists you've just made?

Now that you have the above notes, you're probably a mix of feeling a little more in control and being overwhelmed – but now you at least have a clearer picture of where your business is at.

7. Finally, the above is very likely to be a lot easier to do if you're talking about it with someone else. That's where I come in! Give me a call and I will join you and write the lists above with you. Then, and here's the best part, I'll roll my sleeves up and work with you to tick off the things on that list so you can gain control.

Once this is done, it's time to look at how your business can grow. Get strategic. Enjoy the ride!

NICK GREENWOOD; WORKING WITH YOU, TO SUPPORT YOU, TO ACHIEVE CONTROL IN YOUR BUSINESS.