

#1 Regular Operations

This is a great place to start if you're ready to get your systems out of your head.

Here's a few questions that will prompt the systems you need to document.

1. What activities do I have to do every month, and every week?

Brainstorm as many as you can for your marketing, social media, clients, finance etc.

2. Are there regular activities that you have noticed are changing each time, because you're making mistakes or, forgetting the process, or having to reinvent each time? This is a good place to start too!

3. To avoid getting overwhelmed with how many you have to record - prioritise the top 5 that will give you the consistency that you need quickly.

#2 Content Creation System

I know from experience that creating content is a constant pressure. Turning this process into a system, so that it's easier, and you create some efficiencies by batching can really save you time AND create more strategic content.

1. Decide on a theme for the month, or week, and relate it to the product you are promoting that period too.

2. Base your content around this theme.

3. Set aside time weekly or monthly to batch the content for awesome consistency.

#3 Client Onboarding System

Creating an Onboarding System for your new clients will make your life so much easier!

1. Start by mapping out the process the client will take to book and pay, making sure that it flows nicely for them
2. Draft a Welcome Letter that can be sent to them as soon as they're in, welcoming them, answering any common questions, and helping them feel comfortable and confident with their investment.
You probably have this already, but perhaps in several versions - decide on one for each product, and simplify the process!

#4 Finance Tracking System

This system is a scary one for some - and to be honest, it took me a while to have the headspace for it. I was kind of like an emu with my head in the sand!

However, once I started
a) tracking my income, and
b) recording my expenses

I felt much more confident about my money management. Having this system is about going pro!

1. Start tracking your income if you haven't yet. Don't be afraid - be curious!
2. If this scares you - just keep it simple. A spreadsheet that notes down each expense, and the date is a great place to start.

Baby steps are still steps forward.

#5 Client Management System

Systems create consistency - and it's important to provide consistency to your clients.

1. You don't need a fancy CRM to track your clients if you're not ready for that, but you do need to record some guidelines on
 - a) how often you check in on them
 - b) how you will remember to invoice their next payment if you're not using a subscription
 - c) where each one is up to in your service delivery

In my experience, when you don't have these type of issues clear, you start to make mistakes, make exceptions (which only end up costing you more time), and feeling more stressed, because you're keeping it all in your head.

These are the top 5 business systems I recommend you set up in your business. If you make a start with these, you will start to **SAVE TIME**, **CREATE CONSISTENCY**, and set your business up for growth and scaling.

I'm Aerlie

Online Organisation Coach and Systems Strategist for women who want to spend more time working **ON** their business instead of stuck **IN** their business.

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