



Simple Systems Workbook

1. Make a list of the 3 most important projects you do on a regular basis.

Projects don't have to be "big" things. They can be anything from writing blog posts to creating and presenting webinars. They are simply the things that you often do to run your business and blog.

1

2

3

2. Now, make a list of each specific task that goes into accomplishing each of those projects.

For example, if one of your projects is "publish blog posts," then your tasks may be things like, "write the post, design the graphics for the post, add SEO, and create social media promotions for the post."

PROJECT #1:

PROJECT #2:

PROJECT #3:



3. Can any of these tasks be outsourced? Which ones?

For now, don't focus on whether you can afford to outsource them...just make a list of which tasks CAN be outsourced.

4. Can any of these tasks be automated using software? Which ones? And which software would you use?

5. Can any of these tasks be batched together on a certain day each week or month? Which ones? Create a schedule for which day you'll do them, too.

6. Which tasks cannot be given to someone else?

These are tasks that YOU have to do...such as recording e-course videos.

7. Now, create a process for each project.

What will YOU do and what will you be outsourcing or automating? What does your workflow look like and when does each task need to be assigned to your team in order to be finished on time?

PROJECT #1:

PROJECT #2:

PROJECT #3:



Now, I recommend creating these types of process lists for ALL of the projects and tasks you do on a regular basis. Keep a notepad by your desk so that when a new process comes up, you can write down the steps. Always keep in mind which tasks can be outsourced or automated and which ones you have to do.

This will not only help you create an “Operations Manual” that you can one-day pass off to an assistant, but will also remind you of which tasks are best left to you and which ones would be better if given to someone else. Best of luck, CEO!

For more information on creating systems, make sure to check out my blog post, “[How to Create Time-Saving Systems for Your Business and Blog](#).”