



Making Systems Sexy

10 Tips to Streamline Your Systems

Full article:

<http://www.marketingforowners.com/making-systems-sexy-10-tips-streamline-systems/>

1

Change Your Mindset

You are not your business. Your system is your business. Only by **removing yourself from the process** can you truly create a business that can run without you.

2

Create a Fool Proof System

Create a system that virtually anyone can run. Make it foolproof, literally. **Document everything, step by step.**

3

Look Outside Your Own Company

Look outside your own company for ideas on how to systematize. Don't be afraid to **research and duplicate other systems.**

4

Leave Room For Tweaking

Your systems should **leave room for tweaks and improvements.** Factor for inevitable inefficiencies down the line.

5

Set a Goal

Every system should have one goal and one goal only. **Get crystal clear on "the point" of the system** and make sure it's communicated to everyone who touches it.

6

Who Owns the System?

Every system should also have **one person or role who 'owns the system.'** This helps keep the system from being altered and also helps with accountability.

7

Feedback is Needed

Make sure **you give your 'systems' person feedback.** When the system is followed and seems to be working – thank them! Reward them if you can.



8

Measure Your Systems

Make sure you are **measuring your systems**. Monitor whether they are reducing mistakes or time on task, or whether they are increasing other metrics like profits.

9

Be Flexible

If your system ends up creating consistently frustrated employees or worse – angry customers – **abort!** Tear it down to the studs and **put a new system in place**.

10

Put the Right Systems in Place

Put systems in place around the **administration of your company** e.g. accounts, facilities, human resources, customer service, etc.