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.