



SYSTEMS SUNDAY

Downloadable

Powered-Up Processes – Part 1

Identify Your High-Impact Business Processes

Brought to you by

lisa.r.wells
The Virtual Assistant Trainer™

Think about the way you currently run your business and then answer the following questions:

1. *Which areas do you feel could benefit most from some focused attention?*
2. *If you could dramatically improve the way those specific areas run, what impact would that have?*

Step #1

Complete the worksheet on the following page. List all the major processes in your business that you feel could benefit from improvement or streamlining (column 1).

Step #2

For the remaining columns, put a checkmark next to the ones that:

- Have the highest impact on the success of your business (eg, on sales, profits, customer / client satisfaction, team member retention, product quality, etc)
- Are currently the most inefficient (eg in time, money, resource use, etc)
- Have had the most negative feedback (eg, complaints from customers/clients/team, questions, etc)

To help you with filling in the worksheet, get input from team members or others who are affected by each process.

Step #3

Review your completed worksheet and select one high-impact process to focus on for the next few weeks. Note **why** you picked that process to start on.

You don't necessarily have to select the process that checks off the most boxes. You can also look at which one will be easiest to improve or will have the biggest impact on your business, or even on the stress in your life.

Major Processes	High Impact	Most Inefficient	Negative Feedback

The process you'll focus on and why: