



Biz Hack #12 Streamline Your Systems

You've just got your qualification. You've decided on a business name and now have insurance. You're a spanky new member of your chosen industry association. Are you now finding yourself sitting around, twiddling your thumbs, waiting for the clients to bang down your door? Questioning yourself on what's next?

Perhaps its time to find yourself some clients. Right?

I would argue that if you have been networking well whilst you studied, you will already have willing friends and family ready and primed to pimp your new and amazing services to the world. There is a couple of really big-ticket items I suggest to all of my coaching clients, before you get yourself super busy.

Firstly, create and maintain systems for your business that mean you invent each process once. Ensure your systems don't make you do all the running around. Don't waste your time recreating the process every single time.



An example of this would include **online booking systems** as opposed to being contacted directly by a client, and then spending 20 minutes either hearing their life story, or, migrating through each other's calendar as to when you both are free.

The absolute joy of my online booking system is that my virtual assistant has access. She has hooked up all of my social media, payment systems, and media platforms into the behind the scenes section. Everything just flows now and with

the click of a button newsletters are sent, payments are made and accepted, bundles of

appointments purchased and reminders sent. I even automated the collection of testimonials which I then use for marketing. It's so easy!

It might surprise you to know that since converting to my online booking, I have saved on average about 5-7 hours of unpaid work every week. That's an immediate saving of \$2000/month in my business! Yep I know where I'd rather have that income and time – with my family and friends! And it's worth noting that the online booking system was FREE!

Once you're making a regular income or getting close to the 'hobby tax threshold', you'll need to consider an accounting or financial management system which enables you to readily track your income and expenditure on a regular daily or weekly basis. Online systems are nowadays very user friendly and cost effective at least than a dollar a day. I spoke with my accountant who is a rep for XERO so I have an upgraded account for the basic model fee.

Additionally, regular reconciliation supports you (and your accountant) to gain a rapid understanding of your running budget, rather than trying to figure it all out once the financial year has ended. Additionally regular reconciliation will very quickly highlight where electronic payments have gone awry, or clients credit cards have bounced. Also having ready access to your numbers makes it very easy to 'pay your tax as you go' rather than trying to pay a lump sum at the end of the year.

Tax can be stressful at the best of times, and there are several exceptional affordable and easy to use programs whereby you don't have to be a certified accountant!

I've just converted to a system whereby my accountant is linked in for support any time I need. I literally spend less than five minutes each day reconciling my account. As a sole trader this was the very best investment of my time and money to manage this aspect of my business.



Need some help and not sure where to help?

Grab yourself a **#bizbuddy**, mentor, virtual assistant and/or business coach to kick start your learning and fast track laying the proper foundations to living your dream life and dream job!

My soul purpose is to support people to 'bloom from within'. How they decide to do that is up to them, I'm just the CHANGE FACILITATOR!

Want to get to know my vibe? Follow me on Facebook -

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