Grooming: How Often do you Maintain?

Action Plan for Your Business Routine

more money for shoes

Action Plan for Your Business Routine

Prepare a list of all the activities and meetings that you would normally complete in your business on a weekly, monthly, quarterly or even on an annual basis as well as those that you want to start doing regularly

Note that this may initially be a fairly long list but that's OK. If you get stuck, ask your team (or your partner) what you do (or should be doing)

Implement

- Take your list of activities and meetings and decide which ones are necessary and which are not serving a purpose. Strike off the latter
- If you haven't already, write down those activities or meetings that are missing from within your business
- Schedule appointments into your diary for those activities and meetings left on the list. If you are using a computerised diary your can schedule these as repeats so that they are scheduled indefinitely into the future. This way you will maintain an organised schedule and will not feel overrun by meetings or deadlines that you cannot meet
- Create agendas for all meetings and reviews along with length of time allocated to agenda items so that the meetings run on time and don't turn into gab fests
- Start off your day in the same way, everyday. Whether this is by holding a daily huddle or a by organising your work and priorities for the day. This will help you to be more productive throughout the rest of the day.
- Have a diary or online calendar for each team member and allow all team members to have access to each others calendars.

Monitor your business routine by ensuring that you are sticking to the activities that you have made appointments for and that agendas are being kept to.

Change your business routine if needed when you come into busy periods – but I don't recommend changing it too often, otherwise it wouldn't be a routine! Adapt agendas if needed depending on the outcomes of the meetings and agendas.

Who will do it	What will they do	By When	Ongoing