

## **9 Simple Steps To Making Your Business More Self Reliant**

**By Elaine Betts**

It can be very difficult when we are so immersed in our own business to know where to begin. How can we automate or have someone or something else do the work that we are currently doing? Over the years I have helped many businesses to do just this and I would like to share with you some initial steps to help begin this process.

1. The first task is to sit down and look at all the things that you do in your business. This in itself can be overwhelming, so just start by making a list in no particular order, a brain dump if you like.
2. Go through the list and decide which things only you can really do and which would be easier to start to delegate and change who does them, some may be instant and others may be over time.
3. Cost out or budget how much it would take to have someone else do that task and also what the REAL cost is by you actually doing that task, it might be surprising just how expensive it is to have you do some of the more simple things that really should be delegated.
4. As a task is carried out, start to write down a procedure or instruction manual on how that particular task is done.
5. Explain to someone in detail who doesn't understand what you do. For best results it is a good idea to record the conversation. This will help you realize just how much you really do know and what is taken for granted that others know, or don't know, (this by the way is known as unconscious competence you don't realize just how much you really know!).
6. See what can be automated, there are many things now that can be done without you being involved. Automating certain tasks will shave time off your day.
7. What can you subcontract out? Some of the routine jobs and tasks can be subcontracted to someone else, especially back office work, admin and service tasks.
8. Where could you use a distribution service or fulfillment house especially if you have an internet based business or product assembly?
9. Create a timeline and plan of action as to when and how you are going to release those areas of your business so that you know how long it will take to occur and if you are staying on track.

In a nutshell, become conscious of what is being done, how it is being done and by whom. A great example is McDonald's or In and Out Burger where the business owner is not present, it is run by a team of employees who have a list of instructions of how each food item should be cooked and presented down to the very last detail. Go ahead, schedule some time in your calendar to put this into action and change your business model. Become a business owner rather than someone who has created a job that they are now tied to.