

Startup Success

TIME- SAVING SYSTEMS

Startup Success

MODULE 6 // Organize, Automate, and Outsource

4. Organize and refine those steps to create a clean, clear process.

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5. What templates or plans might you need to accomplish this task? For example, an email template for communicating with a client, or a social media posting schedule. Draft the template or plan here:

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6. Repeat steps 3, 4, and 5 for each of the highlighted tasks on your list. (You'll find blank worksheets on the following pages.) Create organized systems for accomplishing each of your recurring tasks..

7. Transfer your written instructions for each process to an organized file on your computer, or a project management system, such as Trello, Asana, Basecamp, or Podio.

