



SOLVING YOUR COMPANY'S DISORGANISATION

1. Call a staff meeting to clarify which of your processes are working & which need updating or removing.
2. Assign roles, or 'seats' to appropriate staff members so that they can clearly define where weaknesses & data conflicts exist.
3. First consult staff to identify issues, then approach a business consultant to help implement new technologies to refine systems & processes.
4. Your business is thoroughly disorganised. Book a call with Better Execute today.

**ISSUE
#1****Higher Operational
Costs**

Disorganisation causes mistakes to be repeated or to remain unaddressed.

**ISSUE
#2****Lower
Accountability**

Without structure, staff can lack direction, clarity or accountability

**ISSUE
#3****Poor Financial
Management**

Without correct, defined systems, data is inconsistent or inaccurate

**ISSUE
#4****Lower Gross
Profit**

Maintaining gross profit requires reliable monitoring, figures & communication

**ISSUE
#5****Increased Company
Risks**

Calculated risks can only be taken when based on organised, effective data

IMPACTS

Confusion
Loss of Time
Poor Productivity
Continued Errors
Increased Operational Costs

IMPACTS

Poor Motivation
Lack of Responsibility
Lack of Direction
Self-Prescribed Job Descriptions
Unfulfilled or Partially Completed Tasks

IMPACTS

False or Misleading Figures
A lack of Trust in Data
Managers Relying on 'Gut Instinct'
Incorrect or ineffective Financial Projections

IMPACTS

Decreased Income
Reduced Margins
The Inability to Cover Overheads
Disrupted Supply Chain
False or Misleading Annual Reports

IMPACTS

Greater Chance of Failure
Broken Financial Security
Investment Fragility
Diminished Risk Assessments
Poor Financial Management

**STEP
#1****Re-Clarify Your 'Why'**

Duration: 60 minutes

Revise your Vision Statement, considering where you want your business to go and *why*.

Repeat this process for your Mission Statement.

Finally, assess which qualities you most respect in your staff & colleagues, giving you a sense of your company's Core Values.

This should be a spontaneous process, taking no more than 60 minutes.

**STEP
#2****Identify Your KPIs**

Duration: 60 minutes

If you were to lose almost all communication with your company, what five key performance numbers would be the most valuable for maintaining your company's health & performance?

These will not be your usual KPIs, but rather figures that convey customer satisfaction, closed sales, staff productivity or new leads as a few examples.

**STEP
#3****Performance Meetings**

Duration: 90 mins/week

Replacing your existing weekly management meetings, these should include:

Reviewing the Top Five performance numbers & identifying any issues

Sharing relevant customer or employee headlines, both positive & negative

Identifying, discussing & resolving for any identified problems or opportunities

**STEP
#4****Quarterly Meetings**

Duration: 6-8hrs/qtr

Begin by identifying a set of 12-month goals.

These should include company improvement goals including:

Team development
Process improvements
Specific technology enhancements

Then create a strategy of how to improve these areas over the coming 90 days & assess the success of the same goals from the previous meeting,

**STEP
#5****Company Structure**

Duration: 3-4 hours

View your company in terms of 'seats'.

Every company has roles, but these don't always fulfill the company's needs, nor highlight the strengths of individuals staff members.

Seats are defined as a staff member's responsibilities & can cover numerous roles. With these seats in place, focus & accountability significantly improve.