



# POWER OF PROCESSES:

SUPERCHARGE YOUR BUSINESS

**WORKBOOK**



# A PERSONAL INVITATION!

And a special 7 day \$1 trial to the best business training resource library available



## 1 Magnetize

Every business person must have the ability to persist until they prosper by training the right mindset...

## 2 Monetize

Making money is urgent and important for All business. It's the key to financing your growth...

## 3 Methodize

After mastering sales and marketing, creating your own products correctly add zeroes to your business...

Click here to start today!

[nams.ws/7trial](https://nams.ws/7trial)

## WHAT DO INSIDERS GET?

- ▶ Weekly Mastermind Call - What's working
- ▶ 30-Day Challenges - 12 months essential topics
- ▶ Insiders Facebook Group - active peer community
- ▶ PLD Articles - articles, report and ecourse each month
- ▶ Audio & Graphics Gallery
- ▶ Micro Workshops - nearly 2 dozen training sessions
- ▶ Tutorial Library - Tech tool & process tutorials
- ▶ Custom Tutorials - 18 essential tools tutorials
- ▶ Custom Marketing Suite Software including site builder, video management, tracking, quiz engine
- ▶ And much more...



## Copyright Notice

Copyright © NAMS, Inc. All rights reserved worldwide.

No part of this material may be used, reproduced, distributed or transmitted in any form and by any means whatsoever, including without limitation photocopying, recording or other electronic or mechanical methods or by any information storage and retrieval system, without the prior written permission from the author, except for brief excerpts in a review.

This material is intended to provide general information only. Neither the author nor publisher provide any legal or other professional advice. If you need professional advice, you should seek advice from the appropriate licensed professional. This material does not provide complete information on the subject matter covered. This material is not intended to address specific requirements, either for an individual or an organization.

This material is intended to be used only as a general guide, and not as a sole source of information on the subject matter. While the author has undertaken diligent efforts to ensure accuracy, there is no guarantee of accuracy or of no errors, omissions or typographical errors. Any slights of people or organizations are unintentional.

Any reference to any person or organization whether living or dead is purely coincidental. The author and publisher shall have no liability or responsibility to any person or entity and hereby disclaim all liability, including without limitation, liability for consequential damages regarding any claim, loss or damage that may be incurred, or alleged to have been incurred, directly or indirectly, arising out of the information provided in this material.

# Table of Contents

<b>Analyze Your Processes.....</b>	<b>4</b>
Lesson 1: Determine Your Current Business Processes.....	4
Lesson 2: Document What You’re Doing Now .....	6
Create a High-Level Outline .....	6
Document the Details .....	6
Lesson 3: What Can Be Done Better .....	6
Where Automation Will Help.....	7
Lesson 4 Create Your New Power Process .....	8
Lesson 5 Show Time! Test, Implement and Communicate.....	8
Next Steps.....	9

# Analyze Your Processes

## Lesson 1: Determine Your Current Business Processes

The purpose of this Workbook is to identify existing processes and to develop new processes for areas in your business that currently do not have anything documented.

Complete the worksheet on the following page.

List all the major processes in your business that needs some documentation improvement or streamlining. (column 1)

For the remaining columns, put a checkmark next to the ones that:

- Have the highest impact on the success of your business (on sales, profits, customer satisfaction, employee retention, product quality)
- Are currently the most inefficient (in money, resource, resource use, time)
- Have had the most negative feedback (complaints from customers/employees, questions)

Review your completed worksheet and select one **high-impact** process to focus on from beginning to end. Why did you pick that process to focus on?

As a business owner, it is important to make sure you have systems in place and documented. Many overlook or do not understand the value of having things in place in case someone needs to step up and execute them on behalf of the process owner.

Major Processes	High Impact	Most Inefficient	Negative Feedback

<b>The process you'll focus on and why:</b>

## Lesson 2: Document What You're Doing Now

When you begin to document the high-impact process you selected in Lesson 1, mentally imagine all of the steps it takes from start to finish.

Use mind maps, spreadsheets, whiteboards or your favorite tool to jot down your thoughts so you can refer back to drill down the documentation process.

Ready?

### Create a High-Level Outline

- Actually *go through* the process as you typically would
- List the main tasks

### Document the Details

- As you go through your steps, add them to your document with as much detail as possible
- Pay attention to actions that cannot happen until others are complete
- Pay attention to actions that can be done at the same time as others
- Be sure to include everything you need in order to complete the entire process
- Would video content be helpful to clarify things for the user?

## Lesson 3: What Can Be Done Better

As you are going through your process, pay attention to areas where improvement can be made.

Using the questions below can help you identify if there are any 'holes' or areas where more detail is necessary to complete that process.

- Are you open to explore or invest in new technologies for automation?
- Is the process unclear or incomplete?
- Is it too complicated or involve too many steps?
- Is it a time-drain?
- Is it too resource heavy?
- Are there missing steps?
- What are those missing steps?
- Are the steps provided in the right order?
- Can any steps be removed, or is it necessary that every step remain?
- What will happen if a step is removed?
- Where and why does this process slow down?
- When and why do errors occur?
- How many employee/VA hours does this process take from start to finish?
- How many of those hours are spent on non-essential work?
- How efficient it is regarding material resources use?
- Can the process, or part of it, be automated?
- If you currently do not outsource this, can you?

## **Where Automation Will Help**

As you work through the process, discover and note any areas where automation will help better and more productive.

## Lesson 4 Create Your New Power Process

Redesign the process to include the improvements you have identified during your analysis in Lesson 3. Detail with visual elements (screencasts, screenshots, images video).

- Create all of the visuals
- Create any training video you want to include

## Lesson 5 Show Time! Test, Implement and Communicate

Determine how you will test your process. Will you do it, or have someone run through it, to be certain it is effective?

If necessary, schedule the piloting of your new process.

Determine on your metrics for measuring the success of your new process.

Create a list of any tasks you need to include in order to finalize your new business process.

Have the team member in charge of the process go through the steps to reach the process objective.

Set deadlines for each task.

Task	Deadline	Notes

Set the implementation target date for the first revised process.

Repeat until the process is complete.

Determine on which business process you will work on next. Refer to the first lesson to select based on priority.

## Next Steps

Make a list of the tasks you still need to complete to finalize your new business process. In particular, you'll need to confirm that relevant team members can easily and efficiently carry out each step to reach the process objective. Set deadlines for each task.

Task	Notes	Deadline

--	--	--

Set an implementation target date for your revised process.

Decide on which process you'll work on next. Use the list of priority processes to be developed that you created in Lesson 1 to help you decide.

# MyNAMS

★ **INSIDERS CLUB** ★

**Build your team and get all the business training and tools you need now!**

MyNAMS Insiders Club is more than a membership! It's a mastermind for serious business people who want to have fun and build the business of their dreams with the support of a like-minded community.

**CHECK IT OUT TO GET A  
\$1 FOR 7 DAYS!**

**<https://nams.ws/7trial>**

