THE CEO PARTNER

WORK SMARTER PRODUCTIVITY GUIDE

5 THINGS YOU CAN DO **RIGHT NOW** TO NEVER GUESS WHAT YOUR TEAM IS DOING EVER AGAIN

You've hired a team to help you get things in order and to help take things off your plate. But somehow, that creative or strategy time you were planning for never happens. In fact, you find yourself busier than ever as you're always chasing after things.

This is SO not what you had planned.

DOES THIS SOUND FAMILIAR?

You never know what happens to the tasks you delegate or worse you forgot what you delegated. You had this crazy idea that once you delegated a task, it would get handled.

Unfortunately, you find yourself left guessing or it slips through the cracks and you've missed yet another opportunity to grow your business!

If you're anything like I used to be, there's likely a large gap between the number of tasks you've delegated and those that you get updated on without you having to remember to ASK!

If you're ready to close that gap, keep on reading.

These systems WORK. Try one or use them all. Focus on these methods and you'll never ever guess what your team is doing again. If you want to make it really easy to see fast results or feel like you're in 9) 1 mode with your team, use the tips under THE WORK SMARTER STEP to start taking action immediately.

WARNING: THESE 4 SYSTEMS ONLY WORK WHEN YOU HAVE THE RIGHT TEAM IN PLACE AND TOOLS FOR THEM TO USE.

If you're concerned that you may not have the right tools and team click here to schedule a work smarter session with Sonaya.

SCHEDULE A WORK SMARTER SESSION

01 WRITE DOWN LIST OF DAILY, WEEKLY, AND MONTHLY TASKS THAT CAN GET AUTOMATED. THINK REPEATABLE!

Start by you or your team creating a master list. Write out the step-by-step actions for every task they complete. This will be the beginning of your process playbook to run your business.

Take a look at what you do every Monday, Tuesday, etc.

For example, you know twice a month on Thursday a blog post needs to be published. You know that your team needs to be paid every friday.

THE RIGHT TOOL FOR THE JOB:

Google Drive to store your list of repeatable tasks.

THE WORK SMARTER STEP: Use your team's brains by delegating the writing of each step. You are responsible for knowing the tasks as the business owner. Now your team should be writing out the steps for completing in each task. Agree with your team member on a date of completion for the write up of each task step.

You know your systems (processes & tools) are working when you team becomes more independent and stops asking you what's next.

02 SET DUE DATES

This may be where you get tripped up.

This happens for a number of reasons including:

- You're not setting expectations with your team.
- You can't stick to the dates you set for yourself
- Your team doesn't know what to do when
- They don't know to pick up the pieces or re-prioritize.

Make a mental note of what your problems are, and if it's all 4 of them, that's totally okay. We're going to fix it!

THE RIGHT TOOL FOR THE JOB:

Calendar so you can create realistic dates.

THE WORK SMARTER STEP: Be sure you have made it clear to your team what is needed for each task and confirmed the timeframe you have set is realistic.

03 IMPLEMENT A PROJECT MANAGEMENT SYSTEM

Planning is a huge requirement of a successful business. Having a project management systems allows you to know what is on your team's plate, what they have completed and what is outstanding. Closing the communication loop is critical.

Start by identifying one person who is responsible for managing the system. His or her job is to enter in each task, know what is going on with each task, follow up on tasks, and provide status to you as the business owner. Each team member is responsible for checking off their tasks as they complete them.

THE RIGHT TOOL FOR THE JOB:

Evaluate a trial of Teamwork PM for your business.

THE WORK SMARTER STEP: For each repeatable task you listed in #1 have this system owner enter them into you Project Management System.

You know your project management system is working when you can find the status instantly and find the resources without searching your old emails.

04 SCHEDULE HIGH QUALITY MEETINGS

We recommend that you have at least one weekly team meeting. This will ensure your team is on the same page with the weekly projects & deliverables.

(Not to mention, this helps you avoid any surprises!)

Reference my guide on holding a high quality meeting for meeting agenda template.

THE RIGHT TOOL FOR THE JOB:

Google Meet or Zoom for your full team to join via phone or computer.

THE WORK SMARTER STEP: On your team meeting go over the projects & tasks directly from your project management systems. Make updates right on the call. This will empower everyone with the answers, tools, and processes they need to get the job done.

You know your team meetings are working when people come prepared with pertinent questions and aren't bugging you for answers at the last minute.

05 DECIDE HOW YOU ARE GOING TO TRACK COMMUNICATION BETWEEN MEETINGS

Protect your time by letting your team know the best way to ask you questions. This will enable you to stop getting interrupted and keep your team staying on task.

Answer the following questions:

- What is the best time of day for your team to ask you questions?
- What's the best place to ask questions-- chat, project management system, email? This will allow you to see what's happening real time as the business owner
- Should the team save all questions for a meeting or ask as they come up?

The answers to these questions will create your CEO communication plan.

THE RIGHT TOOL FOR THE JOB:

Slack for team communication in between meetings.

THE WORK SMARTER STEP: You know when you CEO communication plan is working when you are able to know what's happening in your business and your work day is no longer interrupted with questions from your team.

NEXT STEP

THE CEO PARTNER

If you need custom recommendation based on your business & team, click here schedule a Work Smarter Session with Sonaya.

SCHEDULE A WORK SMARTER SESSION

For more Work Smarter Steps to Building a High Performance Team Visit www.theceopartner.com

BUILD YOUR TEAM + WORK SMARTER