

5 ways to create systems

in your business



Boldheart®

As you learn to create structure in your business through documented processes, everything in your business begins to run smoothly, fewer things fall through the cracks and your daily involvement is no longer required.



This guide will give you business growth strategies from [The Leveraged Business program](#), used by women business owners around the world to reach multiple 6 figures (and 7 figures) with your life and freedom back.

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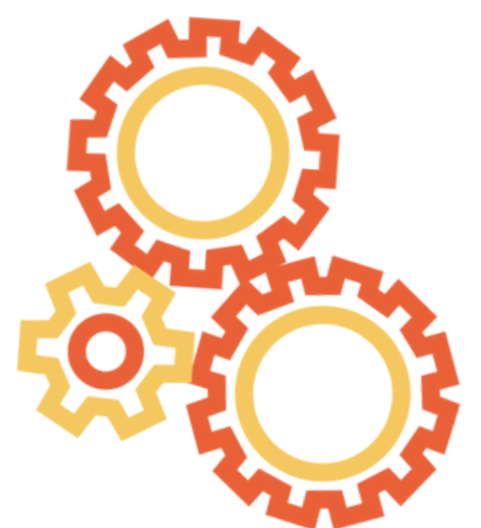
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Introduction

LET'S FACE IT. You likely started your business by being a risk-taker, doing things when they needed to get done (even if they weren't perfect) and not necessarily following any rules or documented path.

It was a highly intuitive process because there was simply too much to do at the time and you did what you could to fix problems and get to the solution as quickly as possible.

Because of this, if we're being honest, **sometimes your business looks like it is being held together by toothpicks and Band-Aids** — disparate pieces thrown together without rhyme or reason. And yes, that worked for a long time.

After all, it was just you in the beginning and that's as much as you could manage without falling apart. Your go-to command was probably, "I'll do what I can to stop the chaos, but then, I need to move on to important things."






The problem is, the exponential growth of a business doesn't happen when it's built upon a house of cards being held together with very little glue.

To scale your business (and revenues) to the next level, and for you to get your life back and have things run smoothly with or without you, something's got to change.

You can no longer afford to run your business by the seat of your pants. You must now leverage systems for everything; absolutely everything.



**Don't worry,
it's not difficult
when you are
shown how.**



*"I was working all the time. When I was in my business, I felt like a bad mother, a bad wife, a bad friend, and when I was home taking care of my family, I felt like a bad business owner. **I was working 7 days a week, 14 hours a day** and losing sleep because I was so stressed out.*

My mental and physical health were suffering and I was hiding that from everybody. I felt awful, like there was a bomb that was about to explode. I told my husband I have to find something to figure my life out.

*I joined Boldheart Business one year ago and **I'm on target to hit my first million this year.***

*Most importantly, I got my life back. **This summer, I took a month off with my kids,** staying home, went to the lake, had fun, I no longer work 14 hour days, ever. I never miss a school activity.*

*I get to take vacations with my husband because we built the processes, we hired people and now, **my business is running by itself.***

You just have to follow the recipe."

– Aimee Brousseau,
Boldheart Business member



1 **Systems equal freedom**

Although it feels counterintuitive, business systems will liberate you and give you your freedom back.

You've resisted predictability and structure, but now it's time to embrace these like never before. The mindset of an overwhelmed business owner is often tied to this idea of being a rugged individualist who doesn't have to answer to anyone and does what he or she wants.

You pride yourself on being an individual who can do things on your own, who can make it up as you go. You've shied away from too many rules and restrictions in your life because they typically feel suffocating to you.

Besides, you likely don't think in terms of processes as much as you like to create shortcuts, change direction when needed, be flexible and find ways around problems on your own.



The issue is that all of this requires an enormous amount of energy and lots of time, neither of which you have enough of in your current stage of business. This is the biggest reason you are not growing. The longer you keep operating this way, the more complexity and chaos you will add to the business, delaying growth and any feeling of freedom.

You can't be in the weeds and planting the garden at the same time.

As your business heads into its next growth phase, you will need to **begin embracing the idea of having systems, something you have likely resisted**. Having structure and a set of processes will give you your time back, drastically reduce or eliminate headaches, liberate you and increase your revenues and profits, while giving you the freedom and predictable growth you seek.



With the right systems in place and everyone following them, you are no longer needed to put out fires.

Imagine that you are no longer required to handle the details of your business, that things consistently get done on time, on budget and within a certain set of desired specifications.

How would that feel? How would that make a difference in your life?

When everything is documented and systematized, and your processes are consistently improved, your role in the business shifts dramatically.

Issues either 1) don't come up, 2) take care of themselves or 3) get handled by a team member, which means you have more time to be strategic about the big picture and have time off to enjoy your life again.



2 Consistency can be scaled

To scale, embrace your role as the leader of a process-driven company.

Consistency comes from stability, dependability, reliability, and uniformity, which are ultimately what scales a business. These exist in a business that runs on systems, processes and operations.

Reliability is the opposite of how most businesses start out. Conversely, consistency positions your business to run like a well-oiled cash machine that doesn't require you to be there day in and day out, or it can even position your business to be sold for millions down the line.

This is because a process-driven business can be scaled and successfully replicated again and again. You see this in franchise restaurants that are able to produce the same product in one part of the globe as in another across the world. This is because the restaurant is process-run.

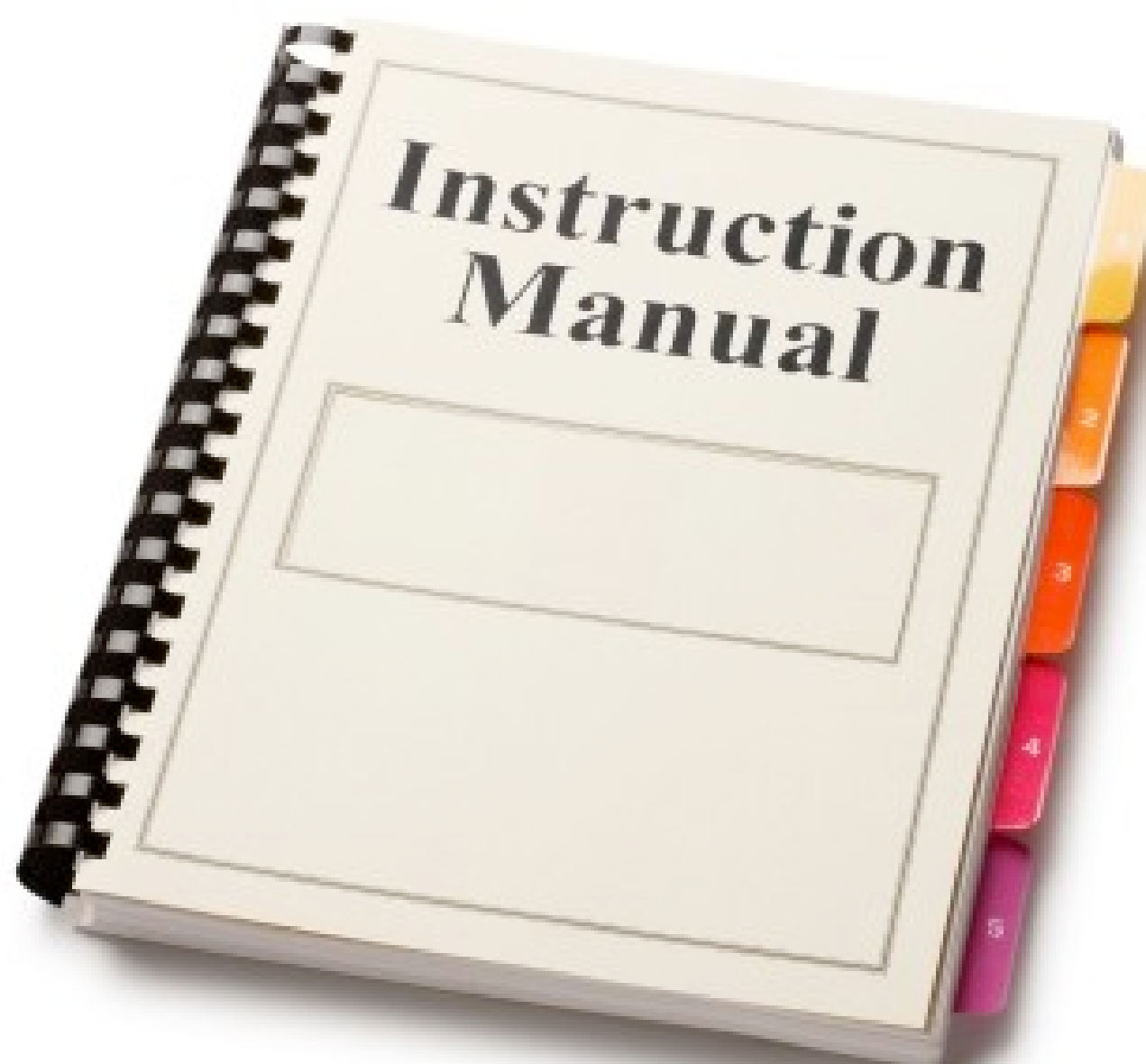



3 Your Operations Manual

Consistency can be achieved when every function within your business is documented and produces predictable, verifiable results.

Anything done more than once a year in your business should ideally have a system around it, preferably documented in an Operations Manual with checklists that describe several processes: “How we do things around here.” This can include the HR process, the sales and marketing process, the customer service process, etc.

When every process is documented, it is no longer swimming in your head (or another key employee’s head) and can be continually updated, added to and used for training new employees in a shorter period of time than you would ever be able to without it having been documented.





"We had a goal to increase our sales by 50%, but at the end of the year I sat down with our accountant and we had increased our revenue by 428%.

I really credit the Boldheart Business program. Boldheart was my partner. Boldheart brought a community. They brought their coaches; they got me super focused."

– Crystal Nygard,
Boldheart Business member



4 Who documents it all?

Relax, you are not the one to create, write or run the Operations Manual.

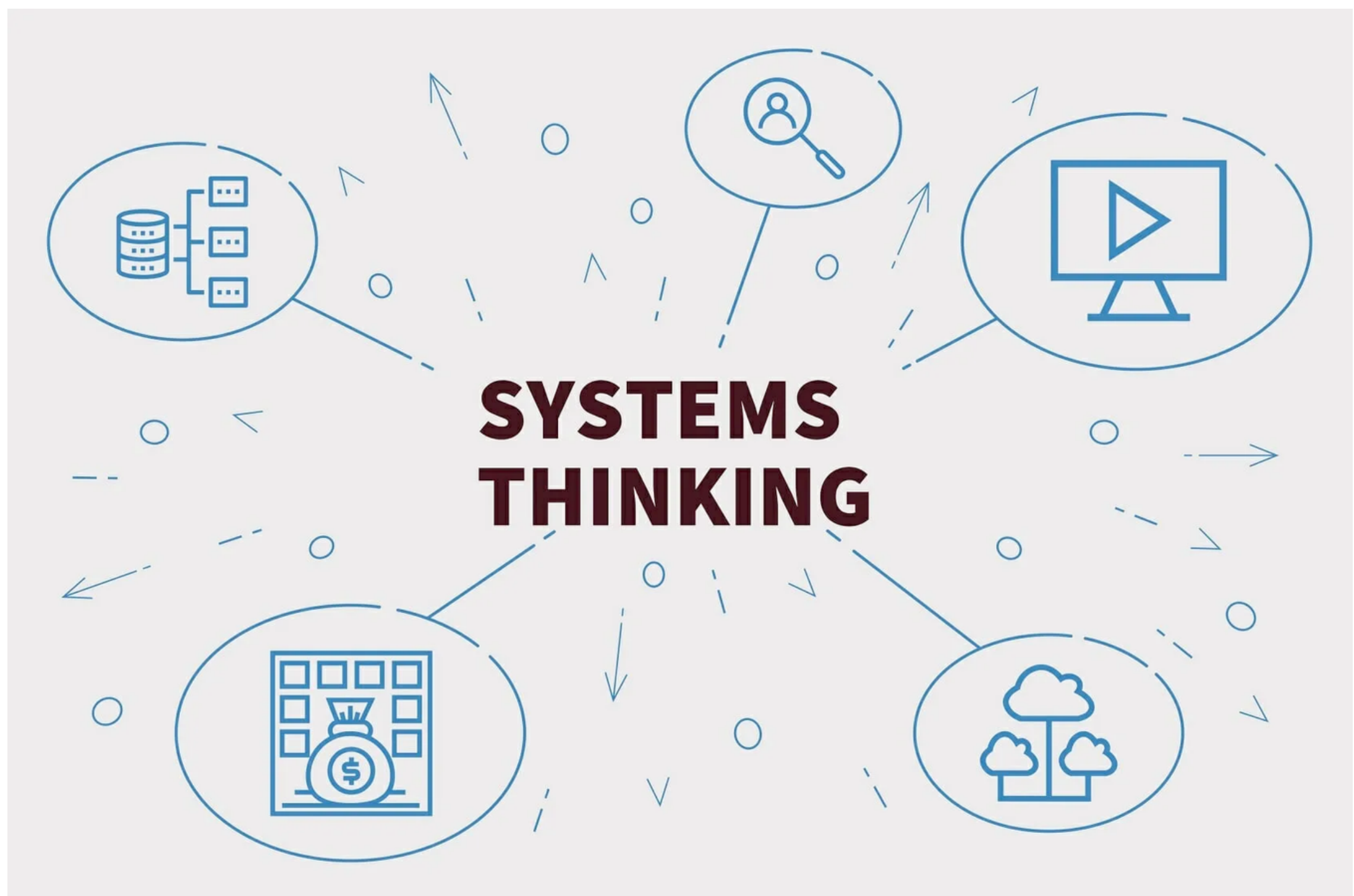
Yes, everything needs to be documented, but you're not the one to do it — your job is simply to define processes. Then, it's every team member's job to document each procedure as they do it each time.

Yes, perhaps they'll grumble at first, as this seems to be an unnecessary process since the information lives conveniently in their heads. To overcome the grumbling from team members, share the vision of what the company will look like when everything is process-driven, how everything will run more smoothly and efficiently for each team member.



Each member of your team will write their section of the Operations Manual, focusing on the big picture (process) and then small details (checklists and how-to).

Your systems must be run by people who are not entrepreneurial.



Making sure that “t”s are crossed and “i”s are dotted after a system has been created is usually not the business owner’s forté. Often, the person who created the system is also not the one who is wired to run it for years to come.

This is where a welcome addition to the team is someone wired as a process manager or operations manager, someone who gets great satisfaction from taking a process and making sure it keeps being updated and followed by all.

This process-driven person will likely not be the business owner, at least not for the long term, but someone who is happy leading, managing, holding team members accountable and keeping projects going consistently.

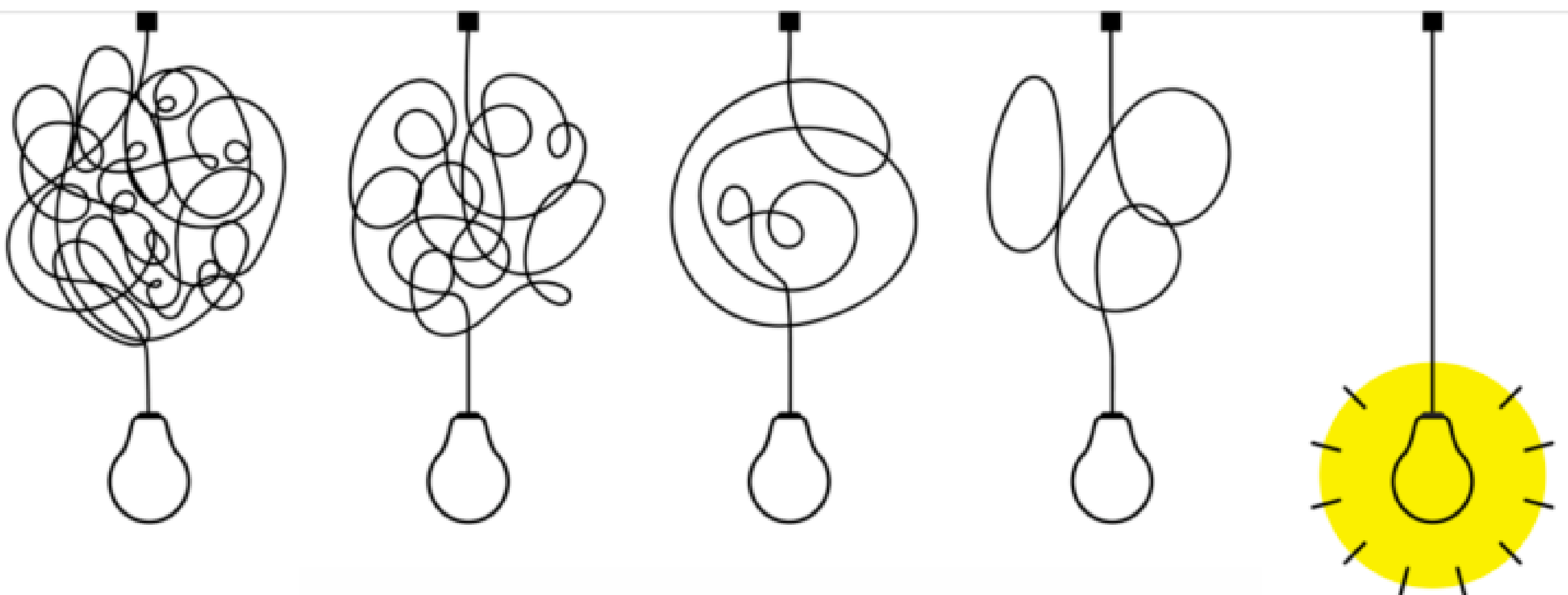
5 **Systems to update each system**

Problems and mistakes are great for moving your company forward.

Having systems and processes in place for each and every aspect of your business doesn't mean there will no longer be issues or problems that arise.

There will be — you can count on that.

But whereby a problem or issue could bring your business to a standstill in the past, when everything is documented and running like a well-oiled machine, a new issue will only point to a part of a system that needs tweaking, and it can be handled quickly and efficiently with a “systems-improvement process.”



With the right systems in place, you get your life back.

When everything is documented and systemized and your processes are consistently improved, your role in the business shifts dramatically.

Issues either 1) don't come up, 2) take care of themselves, or 3) get handled by a team member, which means you have more time to be strategic about the big picture and focus on expansion, rather than putting out fires.

Your business grows predictably, without you needing to be as involved. The stress falls away, and you have control again.

Most importantly, you no longer work on evenings and weekends. You can take weeks of uninterrupted vacation every year, and enjoy your life again with the ones you love.

It's possible, just follow the recipe.






What's next? Here's a plan.

To find out how you're doing now and what your plan of action should be, take the free assessment.

When you leverage different aspects of your business, you create a business that effectively manages itself—that not only scales without you needing to do much, but also allows you to grow your income and get your life back.

Take the Leveraged Business Assessment™ now, and our free tool will tell you in 3 minutes or less, if your business is currently set up to scale itself while giving you your life back.

-  The Leveraged Business Assessment is completely free
-  Your customized results are provided instantly
-  Receive a proven path to growth

Take The Free Assessment

Let's get to know each other.

Perhaps you're tired (or overwhelmed) from trying to figure this out on your own. We can help. Let's talk.

BOOK A FREE CALL NOW

Deciding to leverage the right kind of support is the best decision any female entrepreneur can make. It is often the missing piece in going that next rung further up the ladder of business success. **This offer is perfect for you if...**

- ✓ You're tired of the overwhelm
- ✓ You want to make it happen faster
- ✓ You're tired of doing it the hard way
- ✓ You are ready to accept new growth
- ✓ You're done trying to figure it out solo

☐

I give consent to receive additional communication as described in your Privacy Policy

YES, BOOK MY FREE STRATEGY CALL