

EFFICIENCY BASICS:

HOW TO MAKE YOUR BUSINESS WORK FOR YOU



SIMPLIFY COMMUNICATION

- Create templates for your most common email responses
- Check email at set times — not constantly throughout the day
- Set an auto-reply so clients know when to expect a response

AUTOMATE REPTITIVE TASKS

- Set up automatic invoice reminders — stop chasing payments
- Use a scheduling tool to plan and batch your social media posts
- Automate appointment booking with a free tool like Calendly

PROTECT YOUR VALUABLE TIME

- Time-block your calendar and group similar tasks together
- Set office hours and communicate them clearly to clients
- Identify your top 3 priorities each morning before you begin

KEEP YOUR MONEY ORGANIZED

- Separate your business and personal bank accounts now
- Review income and expenses weekly — not just at tax time
- Set aside a portion of every payment for taxes automatically

