

# Building Effective Systems Workbook



**Now it's time to take action on the sections of your systems that are not currently functioning most efficiently!**

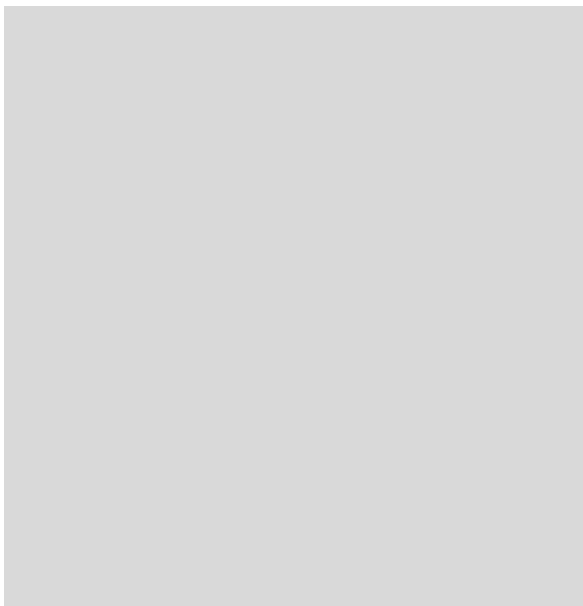
1. Make a list of 2 tasks that you perform most often. They do not need to be big things, they are just things that you do regularly to run your online business.

1. \_\_\_\_\_

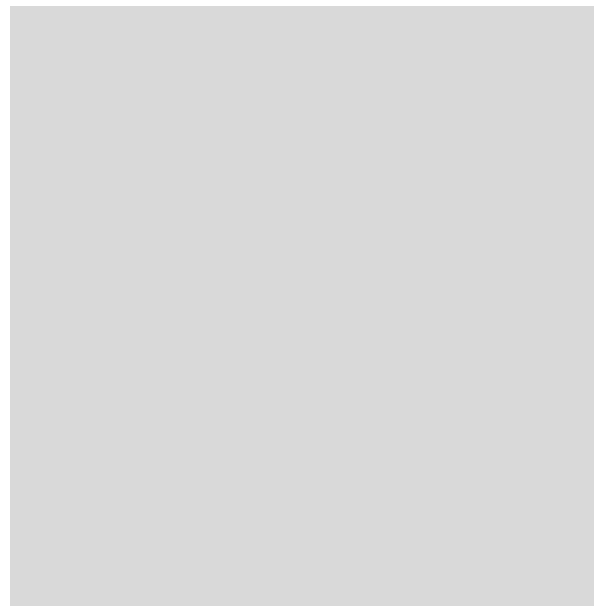
2. \_\_\_\_\_

2. Now make a list of each step that goes into accomplishing each task/projects

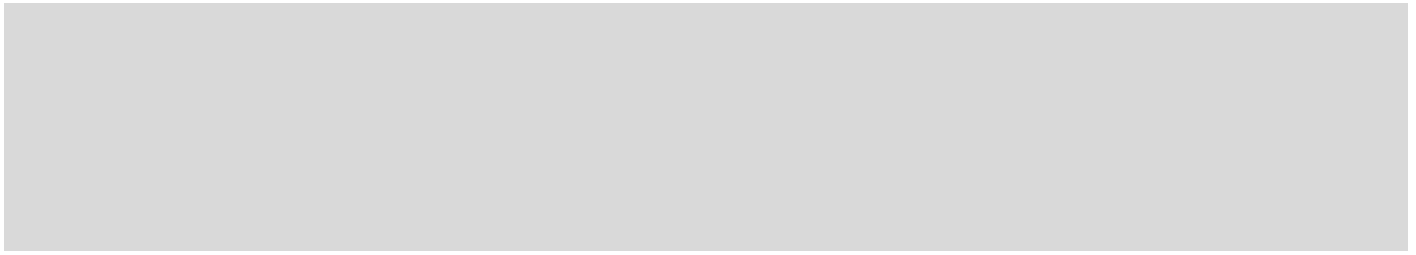
PROJECT #1



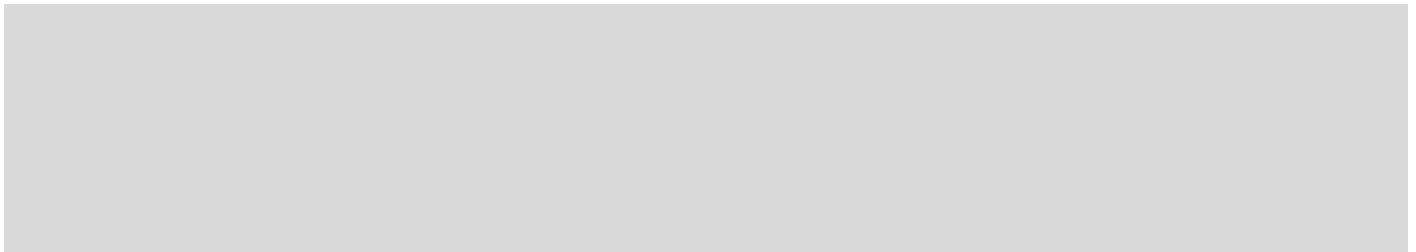
PROJECT #2



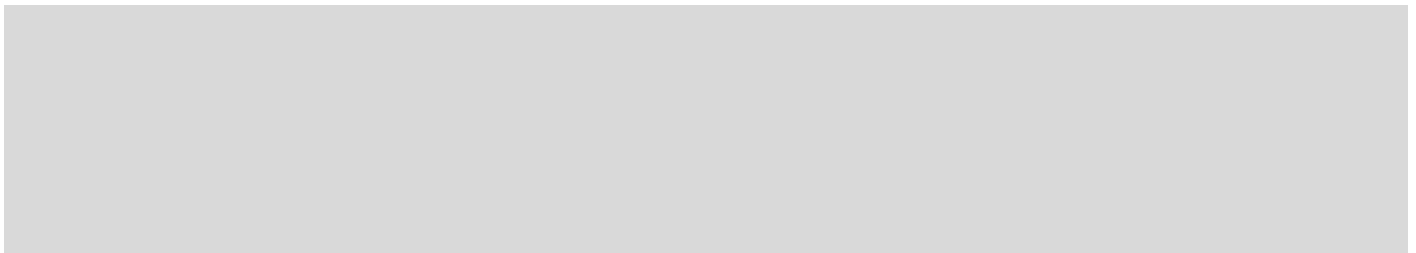
3. Can any pieces of these projects be outsourced to a team member?



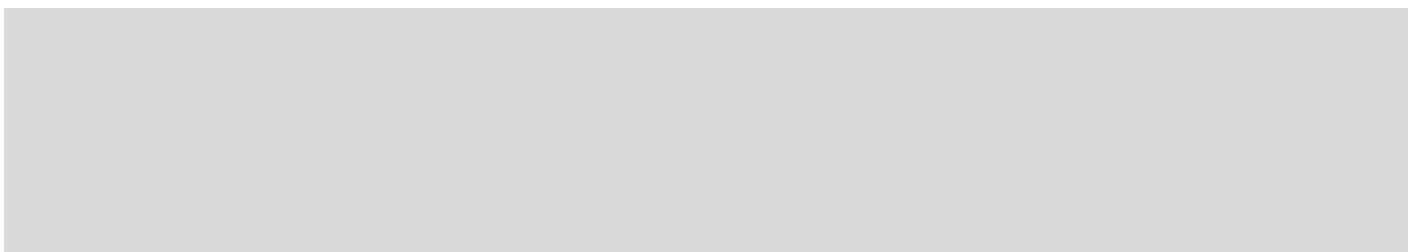
4. Which tasks cannot be delegated to someone else?



5. Can any pieces of these projects be automated?



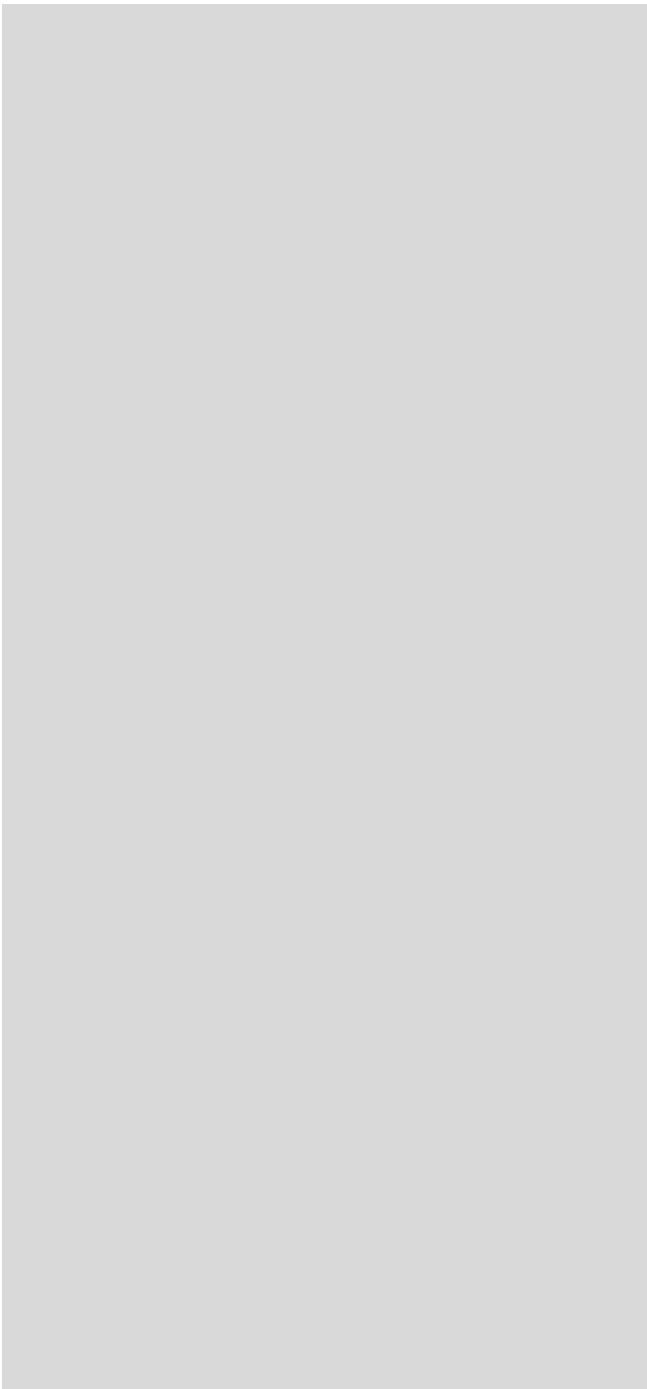
6. Can any pieces of these projects be batched together? Create a schedule to perform these tasks.



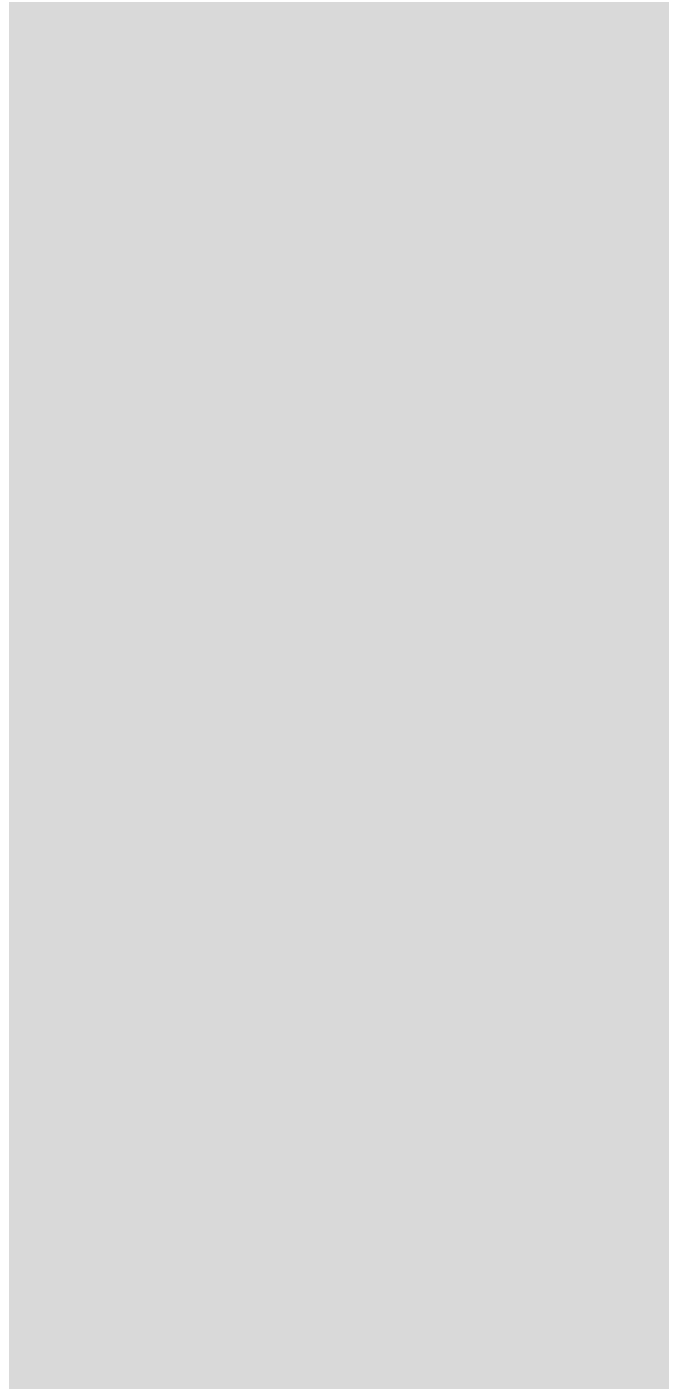
## Building Effective Systems

Now create your process for each project. What portions are YOU completing and which parts will you be outsourcing and automating. Build your timeline.

### PROJECT #1



### PROJECT #2



For More Information on How To Build Effective Systems For Your Online Business, [check out my blog post here.](#)