

What would you do with more time on your hands?

Let's get real here. You started your business because you have a passion for what you do. You didn't start your business to focus that passion on things that you don't know how to do, don't like to do, nor do you want to do. This checklist is designed to show you how much of your time is spent doing those important administrative tasks that keep your business running but consume a lot of your time and may even be keeping you up at night. Ask yourself how much time you spend on each item that applies to your business and put that number on the line. At the bottom add up the numbers to determine how much of your work week is spent on the administration side of your business. Use honest answers for the best results. You may be surprised with the results.

- _____ 1) Database Creation and Maintenance (keeping your customer/potential customer list up to date)
- _____ 2) Data Entry
- _____ 3) Appointment Setting/Calendar Scheduling
- _____ 4) Bookkeeping (all levels, from recording receipts to reconciling bank feeds, etc.)
- _____ 5) Follow Up Calls/Emails
- _____ 6) Payroll
- _____ 7) Invoicing
- _____ 8) Social Media Posting/Updating (daily, weekly, monthly, etc.)
- _____ 9) Newsletters/Blog Creation (weekly, monthly)
- _____ 10) Content Creation/Research (for newsletters, blogs, etc.)
- _____ 11) Editing/Proof Reading (Newsletter articles, blog content, eBooks, invoices, etc.)
- _____ 12) Policies and Procedures Manual Creation (every business, no matter how small, should have one!)
- _____ 13) Landing Page Creation (for customer inquiries, sign up forms, etc.)
- _____ 14) Cold Calling
- _____ 15) Other (things not mentioned here)

- _____ Total

Add up the totals along the side to clearly see how much time you spend on the administrative side of your business. Were you surprised by the amount? So here is the question: If you were able to get all that time back, what would you do with it? Spend more time with your family? Put it back into the business of doing what you love? Ask me how I can help you get this time back! info@kstbiz.com