

Set Yourself Free With Systems

Lourdes Gant's top tips for streamlining your business

I'm business advisor and auditor Lourdes Gant, and this is my FREE report for you on how to "**Set Yourself Free With Systems**". I'm thrilled to share this information with you, because I know it will make a huge difference in your business and your personal freedom.

First, just a little about my background and why I am bringing you this information at this time in both your life and mine.

Freedom Through Systems

After earning my CPA and MBA fifteen years ago, I became employed by a big five accounting firm, and two years later took a position in a multi level international company, where I was hired to audit and put policies and procedures into place to streamline the business. It was a pretty intense job and I was pretty intense about doing it.

Both before and after my move to North America seven years ago, I began reading and learning more about how our thoughts and how **the way we look at our circumstances can change our circumstances**. I studied extensively the methods that allow us to use our minds in a positive and dynamic way to reach our goals.

I like to call myself a blend between serious business acumen and the joy of helping people find freedom through their systems. With a core value of freedom and a fifteen year history of advising already successful business owners how to step up to the next level, I have learned that **taking our business seriously and enjoying our work and life are not mutually exclusive**.

The number one reason I discovered why systems are critical to your business

I believe that your systems must fit the needs of your present organization, while providing the flexibility to move your business forward.

Systems are critical to your business growth.

Here are some of the problems that develop when the right systems, policies and procedures are NOT in place:

- Ad hoc systems develop - they are unstructured, become legacies and become the ultimate excuse for change: 'But that's the way we've always done it.'
- Bottlenecks and road blocks develop.
- There is immediate and devastating impact on your bottom line.
- You are caught up in too many day to day small decisions.
- You are unable to devote any time to growth because you are always putting out fires.
- Your time is wasted repeating the same thing over and over again.
- You lose good team members because of lack of consistency.

I've determined there are six core systems every business must have in place

- Financial Systems
- Information Systems
- Client Service Systems
- Ethical Systems
- Communication Systems
- Team Systems

Without these systems, it's easy for ad hoc systems that formed over the course of our business growth to cross over and interfere with each other and our continued success. For example:

- We tell one client that we can't give he or she what they want right now because our time is now devoted to another, we have a client service system malfunction.
- Some of our team members are out of the loop on a particular project or program, so the project slows down. It's a team system malfunction.
- We are blindsided by something a member of our team already knew and didn't tell us. There is a kink in the communication system.
- We have to spend hours trying to find information that should be available to us whenever we need it. Our information system is failing us.
- We miss opportunities to acquire new business and increase our bottom line for whatever reason. We have a serious systems problem.

My Top Six Thoughts on how systems can set you free!

✓ **Systems Make Decision Making Easier for YOU.**

When every decision that comes your way seems like a new one, you are lacking in systems, policies and procedures. Taking the time it requires to come up with a new response to every single decision you are presented with as a business leader day to day is tiresome and time consuming. Without systems and frameworks in place, you are starting over from scratch every single time.

✓ **Systems Make Life Fairer for the Client and your Team.**

OK, Life isn't fair, that's true. But perceived inconsistencies due to differing responses to similar situations in your operations daily is perceived as unfair, disorganized, unplanned and generally results in building a framework in shifting sands. It also can lead to inconsistency with your people and your operations.

✓ **Systems make everything in your business work faster and more efficiently.**

That's our goal. When things are buzzing along cheerfully and effectively in your business, you know the systems are in place that are working. When there continue to be repeated difficult situations and when you find you are in the same place with them every time, something is amiss. Sometimes it's a person in the system, but usually it's the system or lack thereof that is holding things up and costing you money.

✓ **Systems make work flow easy and understandable.**

With the right systems in place, it is easier to train new people, to make your programs and delivery clear to your clients, and to identify log jams. Systems that are clear to your team and clients make their lives easier as well. Here is a place where you can also make sure that you are not depending too heavily on one individual - so much so that one person becomes indispensable. Systems are great for cross training.

✓ **Systems make time for you.**

What would you give to have an extra hour or two or three every day so that you could brainstorm business expansion ideas, come up with a long term plan for your business, arrange joint ventures? Or how about a day where you can leave the office (be it at home or off-site) and say..... spend time with family or friends? Enough said!

✓ **Systems increase your business growth and income!**

I don't need to say much here because it's all pretty self evident. Systems increase revenue in the present through efficiency, and they also are the foundation for growth.

How to get your systems in place

All that being said, how do we set up the right systems from the start, or intervene in an already growing business to increase growth and revenue? There are a number of alternatives:

- **Set up internal small groups** (3-5) to review how processes are working and identify places for improvement. This can work in very large corporations, but there is danger in having this group seen as the Internal Affairs of a Law Enforcement Organization.
- **Spend your own time reviewing** how it is all working and draft some procedures yourself. This is a possibility if writing systems, policies and procedures is something you enjoy. The danger here is the time spent on this might be better spent on income generating activities.
- **Let the systems develop on their own.** We have already been there - this is a perfect situation for inter team rivalry, perceived unfair decisions, ethical dilemmas, and loss of revenue.

- **Work with an auditor.** Qualified auditors:
- ✓ do their homework and learn your business
 - ✓ understand your vision
 - ✓ establish credibility within your organization
 - ✓ operate from a place of integrity
 - ✓ collaborate with you
 - ✓ understand and manage the sensitive confidential issues
 - ✓ are adept at overcoming resistance
 - ✓ can present positive and negative news with sensitivity
 - ✓ know the right questions to ask
 - ✓ objectively look at your business and team
 - ✓ gather information openly and honestly
 - ✓ honestly discuss feedback and recommendations with you
 - ✓ help free up your time and lower your stress level
 - ✓ positively affect your bottom line

What are the qualities of a great auditor?

1. A great auditor is a master of communications, interacting with you and your team with sensitivity and honesty.
2. A great auditor can put herself in your shoes, understand your business and its direction and STILL remain objective.
3. A great auditor can help you position your business for incredible growth and you position yourself to enjoy your business and your life

Complementary Systems Strategy Session

For a **complementary Systems Strategy Session**, contact Lourdes Gant at lourdes@gmail.com. In this complementary Systems Strategy Session, you will come away with:

1. An increased understanding of where you stand with your systems
2. A list of which systems need attention NOW

For more information on services from Lourdes Gant, business advisor and auditor, please visit www.lourdesgant.com .



Lourdes Gant, CPA, MBA, is an advisory auditor for million and multi-million dollar businesses who want to move their business to the next level. Her experience in a big five accounting firm, multi-level international companies, and the international market, along with her certification in the International Register of Certificated Auditors (IRCA) Registration Scheme for Internal Auditors of Quality Systems, makes her a qualified expert who works with you to grow your business. She is also an expert at how we use your minds in a positive and dynamic way to meet our goals, and holds certifications in Niche Breakthrough Secrets and Money Breakthrough Secrets. For more about Lourdes go to www.lourdesgant.com/about

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