

# READY FOR A STRESS-FREE BUSINESS IN 2023?

TURN YOUR BUSINESS INTO  
A MONEY-MAKING MACHINE



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# UNIQUE + BIZ

Business owners are unique because often when you own your own business, you have very little time to NOT be working in your business.

There are so many of the things I call 'MUST DO'S':

- Invoicing / billing customers
- Purchasing supplies
- Updating the website
- Answering emails
- Answering phone calls
- Insert your specific task here

It's a lot! And here's the thing: we all need some down time when we are not actively business-ing.

**What do you do if you are essentially a team of 1?**

# ORGANIZE + FOCUS

it's just the truth. The more you organize and STAY ORGANIZED, the less stress you will have in your business.

It isn't easy, I am not going to lie to you. BUT it is absolutely worth it. Here are my big money-saving tips:

## SCHEDULE

Make a work schedule and stick to it. Organization extends to the person as well as the business.

PRO TIP: Take 5 minute breaks every hour. You will thank me.

## FILE NAMING:

Come up with a file naming convention and stick with it. I prefer:

YEARMONTHDAY\_Name.file

## FILE STORAGE:

Pick a cloud storage solution and USE IT every day. This keeps your files accessible from ANY location (as long as you have internet) and you won't lose the data if your computer crashes.

I recommend Dropbox.com or good old Google Workspace.

*Organization is the secret sauce in all successful small businesses.*

Jen Smith, Design Web Missoula





# GOALS + PLANS

Once you are supremely organized, you can move on the planning and goal setting. To be effective, goals must follow these guidelines:

- Goals must be written down
- Goals must be given a timeline for completion
- Large goals must be broken down into smaller chunks

That's really it! Your goals can be anything. For example, my goal for for this year is to begin writing down my tips + tricks that I have collected over the last 25+ years of running my own business.

It turns out, I have some useful stuff in my head and I am passing that on to whoever needs it.

My plan for this goal was to create a PDF (here it is!) and offer it to people who are interested. AND I set a time of releasing this BEFORE the end of 2022.

*Goals can always be adjusted and changed. It's getting **STARTED** making goals that's tough.*

Debbi Sherman, Business Owner

# DELEGATE ++

You have your goals and a plan, now what? One of the biggest issues small business owners encounter is a lack of time. There just isn't enough hours in the day to do everything that needs to be done.

How do you solve that?

- Pick the MUST DO tasks that are hard for you or that you do not enjoy
- Find someone who is skilled to do them for you

On the surface, this seems easy but it isn't easy for most business owners. There's finding a skilled person, then trusting them to do the job. And then there is the cost of paying that person.

The time, money and frustration you save is well worth the extra expense of hiring someone to do those tough jobs for you.

*If you don't delegate, you  
WILL burn out!*

Inez Niebahr, Tech VA



# GET STARTED

## Organize + Focus

Write 3 things you can do to organize your business and focus your time.

## Goals + Plans

Write down 1 goal + your timeline for completing it. Plan how to get started.

## Delegate ++

Write down 2 tasks that you really don't want to tackle.

# WRAPPING UP

Feel free to use other pieces of paper to brainstorm. There is no wrong way to do this task!

If you get stuck, feel free to reach out to me. I am offering a free 30 minute call to help get you and your business 'tuned up' and ready to go!

You can get in touch here:

<https://cimmeronstudios.com/contact>

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WEB DESIGN + TECH



LIVECREATIVELY



*It does not matter  
how slowly you go as  
long as you do not  
stop.*