






# Find the Culprits Stealing Your Money

Here are the red flags in your business to identify opportunity costs.

-  **CALENDAR:** It's jammed with meetings and every day is different.
-  **CLIENTS:** You make exceptions for anyone and everyone.
-  **ADMINISTRATIVE ITEMS:** You have little routine and no templates.
-  **DOCUMENTATION:** It's outdated, inaccurate or incomplete.
-  **TOOLS:** You're constantly recreating or mispurposing.

# Stop Them in Their Tracks

How can you stop the bleeding on the worst offenders and also make longer term impacts to your business?

**BATCHING:** Complete similar activities together

**TIME BLOCKING:** Organize your schedule in chunks

**STANDARDIZING:** Limit exceptions in your process

**TEMPLATIZING:** Spend less time recreating everything

**ERROR PROOFING:** Limit your rework (and risk exposure)