

Asian Efficiency Business Systems



ASIAN EFFICIENCY BUSINESS SYSTEMS

Pre-Webinar Training

If you could rub a magic lamp and a genie granted you any three tasks you never had to do your business again, what would they be?

Things you don't like doing.

Things you shouldn't be doing.

Things that you absolutely hate doing.

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Webinar Training

1. Why is documentation important?

Reminds us of _____

Guides _____

Work _____

Do _____

2. The systems mindset

Results come from _____

3. Where to document

I'm committed to starting my documentation process using

4. Where to start

I am going to start creating procedures using the

- _____ times rule
- imagining that I need _____
- when _____
- _____ process journal

method.

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POST WEBINAR ACCOUNTABILITY TRACKER						
	Before	4 weeks	8 weeks	12 weeks	6 months	12 months
# of hours worked						
total # of working procedures						
stress from 0 to 10						
Income						