

Don't Just Stand There, 8 Steps to Make Things Happen

January 20, 2005

By Beth Schneider

Process Prodigy

Has this ever happened to you?

You spend hours and hours working on a new process. You dot all the "I"s cross all the "T"s and then some how you still ended up doing it the same ole' way.

You go to a fantastic seminar, you are all pumped up and excited, but then somehow all the stuff you learned just sits on your desk.

Or how about this one. You finally read that book that's been sitting on your nightstand, it had great ideas in it and you see how you could do things a little bit differently to make some more cash. But time goes by, the book ends up on the shelf and you never implement any of those great ideas.

It's like taking the time to research, test drive and buy a new car. Then parking that expensive, shinny new car in the garage and driving the old one.

Don't leave your shinny new process in the garage to collect dust.

Here is a step-by-step system to get you implementing all your hard work.

Step 1: What's in your way?

Determine what resistance there might be before you get started. Are you a procrastinator? Do you need a new web guy? Did you just set up a schedule where your best work needs happen when you're taking your kids to school? Set yourself up for success by dealing with barriers and issues before you get started.

Step 2: Commit to Implement

It takes 21 days to form a habit. So commit to following your new process or plan for 21 days. Come on, that's only 3 weeks. You can do anything for 3 weeks, right?

Step 3: The Proper Training

Give yourself or anyone working with you the proper training they need to in order to follow your process. Everyone (including you) should have all the tools they need and fully understand what needs to be done.

Step 4: Find a Place

Decide where you are going to keep your new process or plan. Do you have a book that you can keep next to you? I am a visual person so I physically tape a new process to the wall in front of me so I always see it. I had one client that saved her new process as her screen saver.

Step 5: Follow the Bouncing Boxes

Actually follow your plan or process. How do you know if it's working if you don't actually do it? Remember you committed to implement.

Step 6: Keep Track of What's Working - And What's Not

As you go along, make notes and keep records of things that you could streamline, delegate out or are not running as smoothly as you would like. You'll use these notes later.

Step 7: Version 2

At the end of 21 days, go through those notes you've been making. Put your consultant's

hat on and see if there is anything that will make your process even better. Incorporate those changes into your process and voila, version 2.

Step 8: Count down to Launch

Pick a date when version 2 goes into action. On that date, start the implementation process over again and keep that ball rolling.

Now get out those new processes and start implementing.

© 2005 Beth Schneider. Want to reprint this article, feel free as long as you include the following: Beth Schneider, Chief Infopreneur of Process Prodigy, is a business process consultant who helps solo-entrepreneurs, small business owners and network marketers who want to systemize their business to increase profits, increase productivity and grow their business without having to give up the family oriented, flexible, balanced lifestyle they desire. Beth works one-on-one with her clients, offers home study courses, and teleclass boot camps. For more information visit www.processprodigy.com and sign up for your FR*EE 5-Step Process Starter Kit and FR*EE Process Tips.