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Getting your business organised to maximise efficiency

15th June 2020, 1pm - 1.45pm

Webinar



Guest Speaker - Sue Glasser
Organising, Time Management & Mindset Mentor

Agenda for today's webinar

- **Housekeeping**
- **In today's webinar you will discover the following:**
 - ▶ The importance of being organised
 - ▶ What is disorganisation costing you?
 - ▶ Getting your to-do list done
 - ▶ Beating Procrastination
 - ▶ Take control of being a leader

Upcoming Webinar:

Monday 22nd June 2020 – 'Time to get your business thriving again this new financial year!'

Register- <https://attendee.gotowebinar.com/register/3154468479528776459>





COVID-19 Recovery Grants

1. Adapting to Changed Needs for up to \$10,000
2. Business Collaboration for up to \$5,000

Who qualifies with MVCC

- Local Businesses for up to 50 FTE Employees
- Sole Traders
- Social Enterprise
- Traders Associations

How to apply

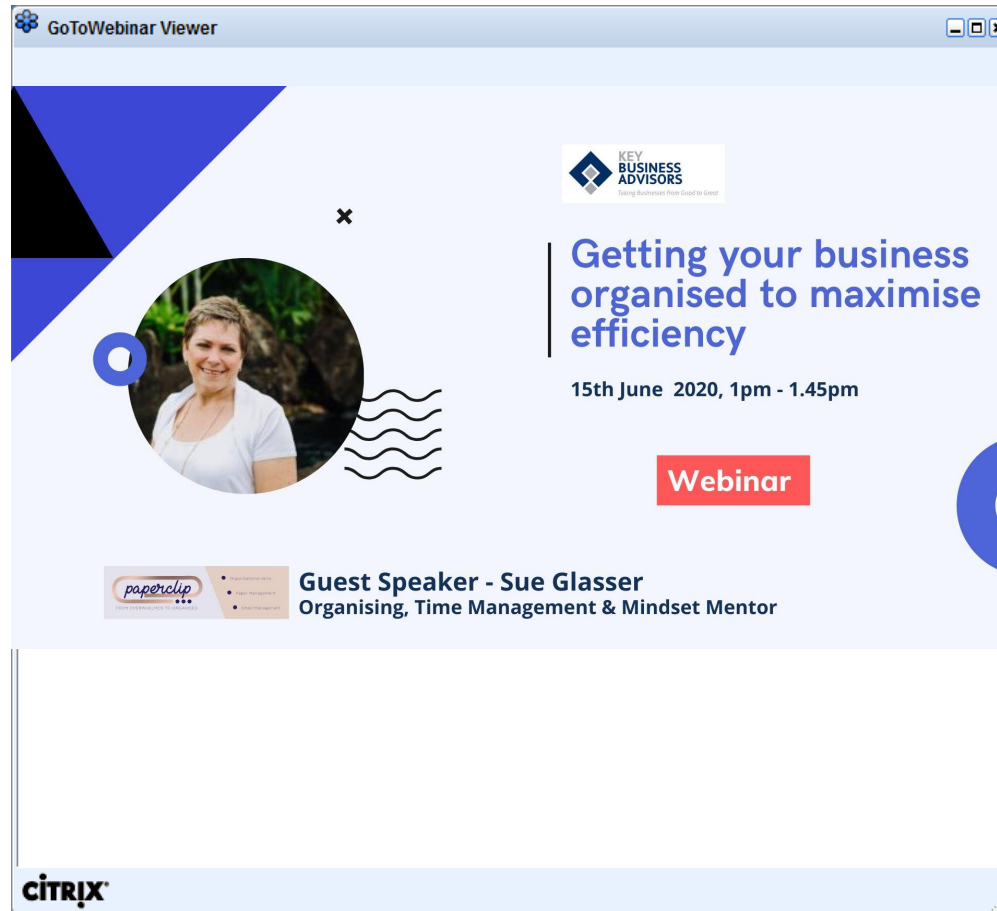
City of Moonee Valley – Business Support
<https://mvcc.vic.gov.au/covid-19/#business>

Email: business@mvcc.vic.gov.au

03 9243 8866

GoToWebinar Housekeeping

GoToWebinar Viewer



The slide features a circular profile picture of Sue Glasser on the left. To its right is the title 'Getting your business organised to maximise efficiency' in blue text, followed by the date and time '15th June 2020, 1pm - 1.45pm' and a red 'Webinar' button. At the bottom, it identifies Sue Glasser as a 'Guest Speaker' from 'paperclip' and lists her roles: 'Organising, Time Management & Mindset Mentor'. Logos for 'KEY BUSINESS ADVISORS' and 'CITRIX' are also present.

KEY BUSINESS ADVISORS
Taking Business from Good to Great

Getting your business organised to maximise efficiency

15th June 2020, 1pm - 1.45pm

Webinar

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paperclip

CITRIX

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Questions

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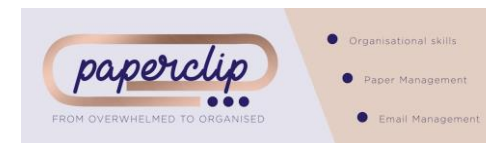
Presenters



Colin Wilson Director KBA



Sue Glasser, Time Management and Organising expert at Paperclip



Mission & Vision

Our **Mission** is to take businesses from Good to Great



Our **Purpose** is to take customers on a journey to help them improve their business through all aspects of employee engagement and performance

TOPIC 1

The importance of being organised

Being distracted with COVID-19

Key Points:

- COVID-19 has disrupted the world we live in
- Many businesses have suffered
- Been forced to put things in place that we did not budget or account for
- Living a life of shut down or have been forced to have staff to work from home
- Put staff off by standing them down or redundancies
- Many businesses have lost their profits and hit hard with cash flow issues
- Reactive, Disruptive and Distracted



The importance of getting your business back on track

Key Points:

- Having a positive mindset
- Being agile and adaptive
- Re-think your strategy
- Pivot your business in another direction
- Take advantage of opportunities
- Scale your business in a new direction
- Change your survival plan to thriving plan
- Bring business confidence back
- Time to start planning for the new Financial Year!



What does success look like to thrive in the new Financial Year

Key Points:

- Workshop & create a SWOT Analysis
- Re-think your product & service offerings?
- Re-think at your Org Chart?
- Re-think staff capability?
- Re-think about what you want?
- Prepare your new strategy for 2021 FY
- Get yourself and your team organised to create change and a new focus for your business come 1st July



TOPIC 2

What is disorganisation costing you?

Breaking down the 3 main costs of disorganisation and the literal cost to your business

Key Points:

- Time
- Money
- Emotional



Cost no 1: TIME

“When you say you don’t have time for something – it means you have time for something else”

Key Points:

- Wasting time looking for stuff ?
- 6 weeks
- 24 hours – plan, prioritise and schedule



Cost no 2: MONEY

Key Points:

- Bought something two or three times?
- Missed paying a bill on time?
- Actual cost to the business

Calculate the Cost of Disorganisation	Example 1	Calculate the Cost of Disorganisation	Example 2
No of Employees per Organisation	40	No of Employees per Organisation	100
Average Hourly Compensation incl benefits	\$25.00	Average Hourly Compensation incl benefits	\$25.00
Time lost per day due to disorganisation	0.5	Time lost per day due to disorganisation	0.5
\$ Per Day	\$500.00	\$ Per Day	\$1,250.00
\$ Per Week	\$2,500.00	\$ Per Week	\$6,250.00
\$ Per Year	\$120,000.00	\$ Per Year	\$300,000.00
AT HALF AN HOUR A DAY		AT HALF AN HOUR A DAY	
Calculate the Cost of Disorganisation	Example 1	Calculate the Cost of Disorganisation	Example 2
No of Employees per Organisation	40	No of Employees per Organisation	100
Average Hourly Compensation incl benefits	\$25.00	Average Hourly Compensation incl benefits	\$25.00
Time lost per day due to disorganisation	1	Time lost per day due to disorganisation	1
\$ Per Day	\$1,000.00	\$ Per Day	\$2,500.00
\$ Per Week	\$5,000.00	\$ Per Week	\$12,500.00
\$ Per Year	\$240,000.00	\$ Per Year	\$600,000.00
AT 1 HOUR A DAY		AT 1 HOUR A DAY	

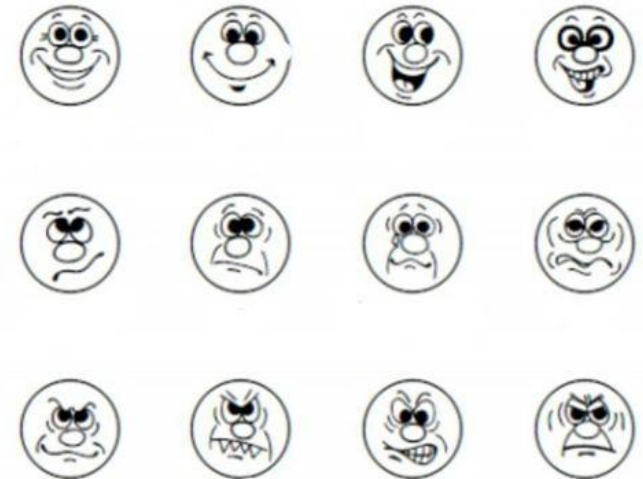


Cost no 3. EMOTIONAL

How do you feel when you are organised or disorganised? ”

Key Points:

- DISORGNANISED: overwhelmed, out of control, frustrated....
- ORGANISED: in control, happy, accomplished....



TOPIC 2

Getting your to-do list done

How to effectively ensure that your tasks get done

Key Points:

- Write it down at the end of the workday or the night before
- Prioritise by "FROGS FIRST"
- Colour code for easy reference
- Allocate the tasks into your diary or calendar

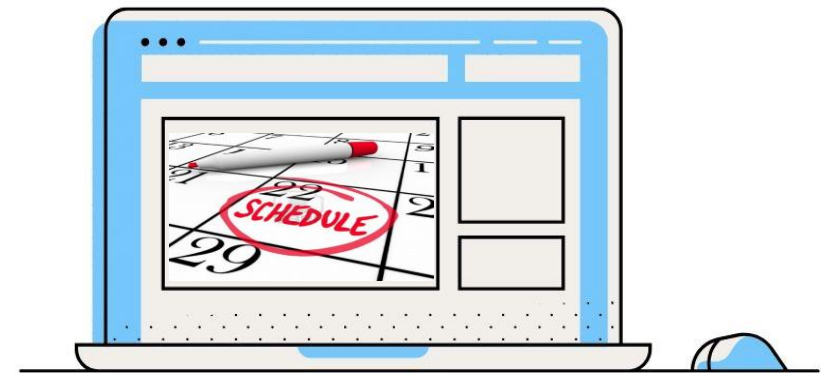


Something you can do anytime will be done no time - Set a Deadline!

Scheduling times to get things done

Key Points:

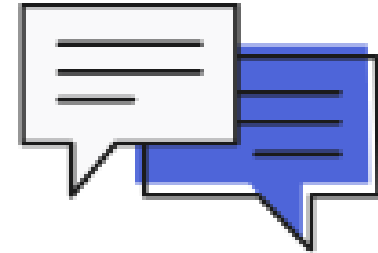
- What gets Scheduled gets done!
- Whenever becomes NEVER
- Treat your tasks like an important appointment



Dealing with email tasks

Key Points:

- Action emails are tasks
- Set up an action folder
- Drag your action emails and red flagged tasks into your calendar



TOPIC 4

Beating Procrastination

What are some solutions #1

Key Points:

- Eat the Frog – hard tasks first
- Frogs = priorities



What are some solutions #2

Key Points:

- 10 Minute task
- Breaking things down into bite sized pieces

**Every big job is only a lot of smaller jobs put together.
Work on small sections at a time.**



Learn how to deal with distraction

Key Points:

- Use procrastination techniques
- Less screen time
- Communication timing
- Use DO NOT DISTURB
- Boundaries from Interrupting colleagues

I AM

Eating a frog right now

Busy with a ten-minute task

Focused on a project right now



Learn ways to run smarter meetings

- **S** Specific
- **M** Mindful
- **A** Agenda
- **R** Relevant
- **T** Time
- **E** Execute
- **R** Respond



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FROM OVERWHELMED TO ORGANISED



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LinkedIn



Book a Free 15 minute Chat
with Sue Glasser

E: info@paperclippo.com.au
[0402 109 007](tel:0402109007)

www.paperclippo.com.au

TOPIC 5

Take control of being a leader

How can you improve your time management?

Key Points:

- The only way this can happen is YOU need to change
- Be more assertive
- Better organised
- Delegate
- Create tasks/ projects (start & finish times)
- Be confident
- Proactive
- Trust



Being in control of your own destiny



Key Points:

- Build a strategic plan for 2021

<https://keyba.com.au/strategic-plan/>

Lead from the front

Key Points:

- Start planning 2021 Financial Year
- Budget
- Set Goals
- Product & Service offerings
- Marketing Strategy
- Recruitment
- Training
- Leadership
- Be organised (Proactive Vs Reactive)
- Feel good!



Use the Returning to work after covid-19 checklist

HR Documents & Checklists

Free HR Documents & Checklists to help you stay on track

Returning to the office after COVID-19 checklist

Download



Checklist to go through before your employees visit clients again

Download



HR Health Check

Download



<https://keyba.com.au/hr-documents-checklist/>

Managing Staff



**Managing staff is one of the hardest challenges for every business.
If you struggle managing staff, KBA can help you!**



Any Questions?

**Call KBA on 1300 4 ADVICE
OR
EMAIL US AT
INFO@KEYBA.COM.AU**





BOOK YOUR FREE 15-MIN CHAT

With Colin Wilson



[Book a Free Chat through Calendly
with Colin Wilson](#)

www.keyba.com.au

Next Webinar –

Time to get your business thriving again this new financial year

Monday 22th June, 2020

1.00pm-1.45pm

1. Having the right mindset
2. The power of being organised
3. Make sure your leaders lead
4. Build a cohesive team
5. Focus on having a profitable business



Save your Spot! –

<https://attendee.gotowebinar.com/register/3154468479528776459>

PSA

Protect yourself and your family

Cover your cough and sneeze



1 COVER your mouth and nose with a tissue when you cough or sneeze.



2 Put your used tissue in the rubbish **BIN**.



3 If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, **NOT YOUR HANDS**.



4 WASH your hands with soap and running water. Dry your hands thoroughly with a disposable paper towel.

Stay germ free and healthy



Thank you for attending today's webinar.
Slide deck and the webinar recording will
be emailed to you!

Call KBA on 1300 4 ADVICE for any advice or go to
www.keyba.com.au

Stay Safe!