

# Steps to *Implementing Change* with Efficiency in Mind

## Step 1 - Benchmark Performance

- ☐ Have you analyzed operations with your team?
- ☐ Have you examined current system functionality?
- ☐ What is your retention statistic for employees?
- ☐ Do your employees and leadership team have clear direction?
- ☐ Is your future financial goal attainable?
- ☐ Do you know the percentage of administrative work in your business?
- ☐ How many streams of communication do you use?
- ☐ Do you have transparency & accountability for work processes?
- ☐ Do you have what it takes to continuously improve?

## Step 2 - Identify Waste

- ☐ What items are adding cost?
- ☐ Do those things have a value associated with them?
- ☐ Where are the bottlenecks in the process?

## Step 3 - Implement an Integration Solution

Explore solutions that:

- ☐ Are web-based, SaaS technologies
- ☐ Boost workflow
- ☐ Operationalize functions
- ☐ Save time, effort, and labor costs
- ☐ Eliminate manual work and minimize human error



**Remember: This is not easy, but small steps made along the way can change the trajectory of your business.**