

Automate

Or Choose Death By
Administration

ABOUT OUR COMPANY

We are relentless specialists in the pursuit of automation and paper reduction. We automate everything we can automate.

With the use of technology, people and other resources, we will provide fast accurate numbers that help you make great choices in your business and life.

To all we serve, you will receive peace by knowing your numbers and it will delight you!

How to avoid “Death By Administration.”

Why will it kill you?

Administration is listed as one of the top ten jobs that cause depression. According to studies, movement, interaction, variety of tasks, and a sense of accomplishment are aspects of a job that decrease the likelihood of depression and burnout.

The administration tasks are typically static, repetitive, don't create interaction and have little to no sense of accomplishment. By that fact alone, businesses need a way to save themselves from death by administration.

But there is a massive volume of admin tasks, and the time it takes to complete them always seems much longer than you expect or want. So what's your plan of escape?

For most administration tasks; **“If you can think it, you can automate it.”** Chances are there's a business automation that can help you. That old saying of “there's an app for that,” is actually true...at least in this case.





Can Software Save You?

Get rid of routine tasks.

There are many areas of administration and other routine tasks that software can help you complete. Using as many of these automated assistants to help you, can improve job satisfaction and reduce stress. Used effectively, software will save you and your business from "Death by Administration."

Seek out new software and let business automation handle the mundane tasks. Review and simplify the complex tasks of your business. Don't let administration hold you back from success. Get your time back from dreaded tasks and pursue what you enjoy doing.



The Secret Of Success Is Constancy To Purpose.

—*Benjamin Disraeli*

AUTOMATE OR ADMINISTER

It's easy to get caught up in the day-to-day of running a business. There are always phone calls to take, meetings to go to and crises to deal with. But if you're always putting out fires, you're never going to get to the heart of what really makes the needle move.

Surveys suggest that the average entrepreneur spends 68.1% of their time on day-to-day tasks and 31.9% working towards their business goals and implementing strategy. This ratio needs to change for you to get more out of your business or grow.

You didn't start your business to be a slave to admin, you had a purpose a dream.

Growth and success come from effective work, but you need to prioritize it. That means you may have to let go of some of the administrative tasks you deal with on a regular basis.

With a little bit of strategic planning, you can automate the tasks that are clogging up your day, so you can get back to the purposeful work of running your business.

Here are some admin tasks you can automate to free up time in your day...

Sorting and responding to email.

Email is one of those tasks that makes it feel like you're getting things done when you're actually getting nothing done. According to a survey by Adobe, employees spend 6.3 hours every day checking emails.

That's a lot of time spent on something that doesn't add to your business value.

AppSumo founder Noah Kagan said; "No one ever got rich checking their email more often."

Consider the many applications that will automatically sort emails as they come in. Get one that will create email templates and canned responses for emails you find yourself responding to repeatedly.



Save Time With These Tips

Scheduling appointments

Scheduling meetings with multiple people can be a pain - especially when everyone is as busy as you. Instead of emailing back and forth trying to find a time that works for everyone, use software that can sync everyone's calendars, such as Google Calendar or iCal.

In his book *The 7 Habits of Highly Effective People*, Stephen Covey wrote; **"The key is not to prioritize what's on your schedule, but to schedule your priorities."**

Use your calendar for more than just meetings, block off time to get your most important tasks done. Schedule appointments with yourself and treat them like an important meeting.

Paying bills

If you're still cutting checks every month and manually entering the payments into your accounting system, it's time to streamline. Only look at software that will manage all of your payments in one place or at the very least, sync with a simple payment platform.

"If you can't pay your bills, it has a really tough effect on your mental state." -
Andrew Yang

Many cloud accounting software now have the option to set up auto-payments. That way, you'll never have to worry about forgetting to pay a bill on time and getting cut off. If your payments are set up in advance, the money will come out of your account automatically, so you can get back to business.



More Ways To Get It Done

Creating quotes

Generating a new quote from scratch can be tedious and exhausting. Most cloud-based accounting software can get the job done with a few keystrokes.

Once you have your template set up it's a simple matter to insert your standard billable items and click, sent...

“It is not a daily increase, but a daily decrease. Hack away at the inessentials.” - Bruce Lee

With a streamlined system, you'll create better proposals in less time.

Managing customer data

A big time-waster in admin is copying information from one app to another. For example, you get an email requesting a proposal and need to add it to your to do list, or you need to add your tracked time to an invoice. Wouldn't it be better if you could automate those types of tasks, so they happen in the background? Well, you can.

“Without a systematic way to start and keep data clean, bad data will happen.” — Donato Diorio

Apps that aren't already talking to each other can be introduced and share information. You can hire someone on Fiverr or Freelancer and have them connect your administration apps. Stop repeating the same information in several places, it can easily be passed between apps automatically.





CONCLUSIONS

Automation is good, so long as you know exactly where to put the machine. - *Eliyahu Goldratt*

Task automation is all about efficiency and making sure you can focus efforts in the right places. Many businesses look at where they're making and losing money purely from a product or service financial perspective. That's certainly necessary, but it doesn't tell the whole story. There's another important aspect of getting the most out of your business: spending your time wisely. That's where task automation can come in handy.

That means spending time on increasing revenue, launching new products, keeping costs down, and spreading the word. Unfortunately, the "catch-all" category of "admin" can be a distraction that prevents you from using your time for more important projects.

There are services designed specifically to automate tasks and save you time...find out the best ones for you...today!

OUR BEST TIMESAVERS

WOWZER TECHNOLOGIES CLOUD
ACCOUNTING BUNDLE



Beautiful business

XERO CLOUD ACCOUNTING

Xero's online accounting software lives in the cloud. That means you can automate everyday business tasks, get up-to-date financials and run your business from wherever you are.



DIGITAL FILE CABINET

With Hubdoc, you can automatically import all your financial documents & export them into data you can use.



OFFSITE BACKUP

Control-C is a great way to safeguard against the "uncontrollable" events in life.



Business is a journey.

LET'S DO THIS TOGETHER

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