Business Systems
ACCELERATOR
by SYSTEMology®

Business Systems Accelerator

WORKBOOK 4: TEAM

SYSTEMology®

Welcome!

Welcome to the Business Systems Accelerator, the definitive workshop to train your Systems Champion and your team to document your critical systems.

This is what I believe to be the biggest game changer in creating business systems and will help you accelerate the time it takes you to get to **Minimum Viable Systems**.

You'll walk away with the step-by-step guide to identify, train and empower a Systems Champion to help you go from running an "*owner-dependent business*" to proudly owning a "*team member-independent business*."

Let's dive in, shall we?

Join me and let's get your systems sorted.
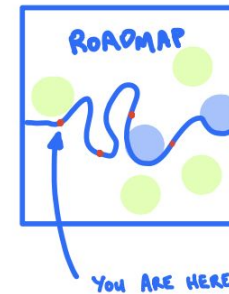
David Jenyns
Founder of SYSTEMology

NOTES

Write here...

Why do we use systems?

WE ♥ SYSTEMS

What are systems exactly?

DIFFERENT FROM WHAT YOU THINK **!**

How do we use systems?

ROADMAP

YOU ARE HERE

Your action plan.

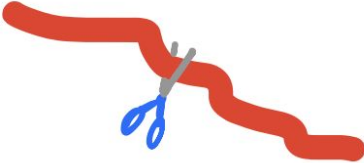*EASY & FUN*

Write notes here...

Why Do We Use Systems?

SYSTEMS BENEFITS

Brainstorm | How do systems benefit you?	Choose your top 3
Write here...	

Write here...

WITHOUT SYSTEMS VS WITH SYSTEMS

What it's like working WITHOUT systems?	What it's like working WITH systems?
Write here…	Write here…

What Are Systems?

SYSTEMology®

DEFINITION

A SERIES OF STEP THAT PRODUCE A CONSISTENT OUTCOME

RECIPE

INGREDIENTS
- ~~ - ~~
- ~~ - ~~

STEP 1.
STEP 2.
STEP 3.

Why ?
Trigger BANG
Start
Steps
End
Examples ✓✓✓

EVERYTHING IS A SYSTEM

What systems are in your daily life?	What systems are in your work life?
Write here…	Write here…

ESSENTIAL SYSTEM ELEMENTS

Why

Trigger

Start

Steps

End

Examples

Write notes here...

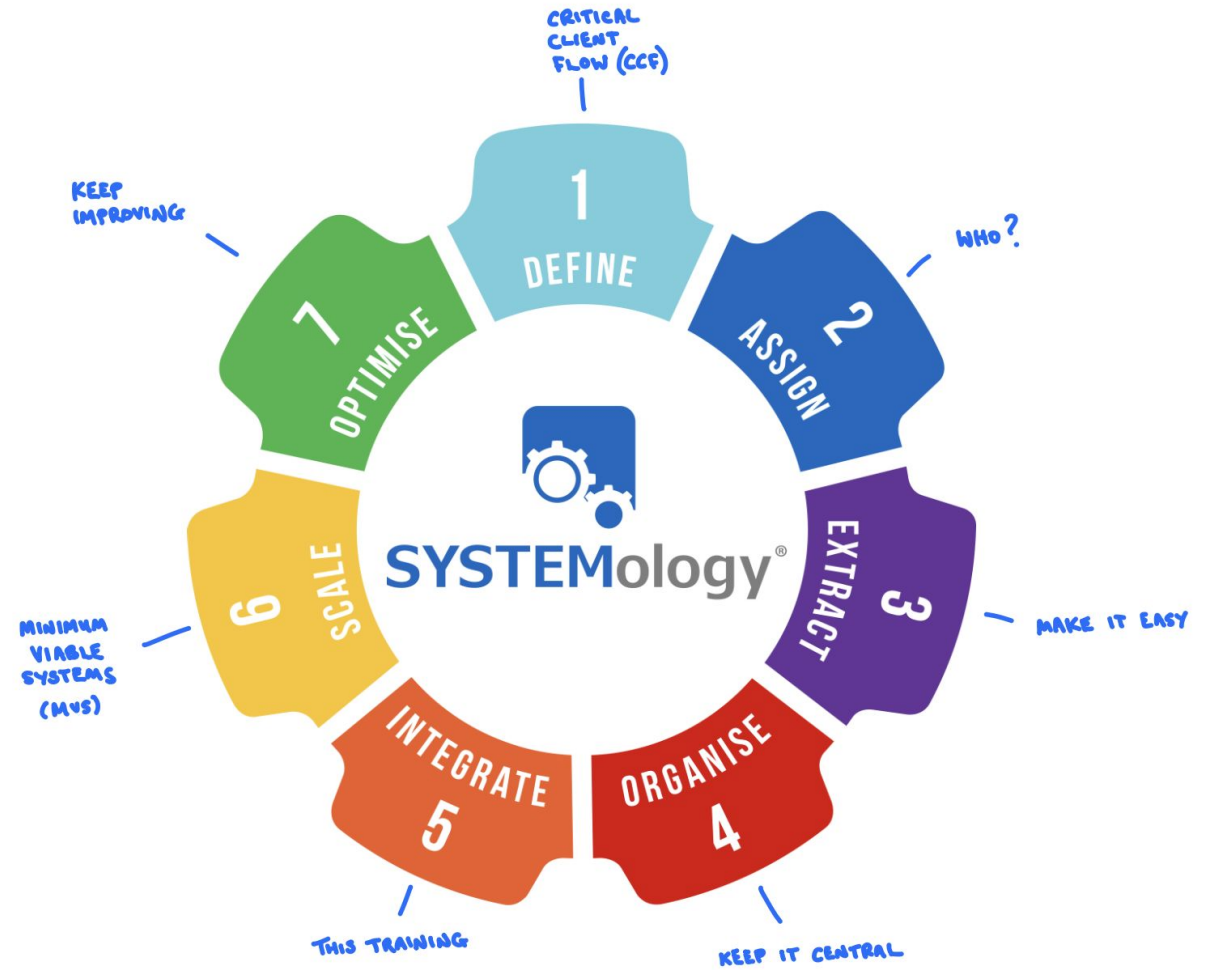|	
Why	
Trigger	
Start	
Steps	
End	
Examples	
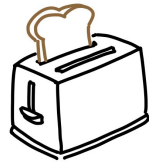
Write notes here...

What is SYSTEMology?

How Do We Use Systems?

The ~~team.~~

SYSTEMS DREAM TEAM

○ OWNER   ○ CEO   ○ SYSTEMS CHAMPION

○ ○ ○ ○ DEPARTMENT HEADS   ○ SYSTEMOLOGIST

○ ○ KNOWLEDGEABLE WORKERS

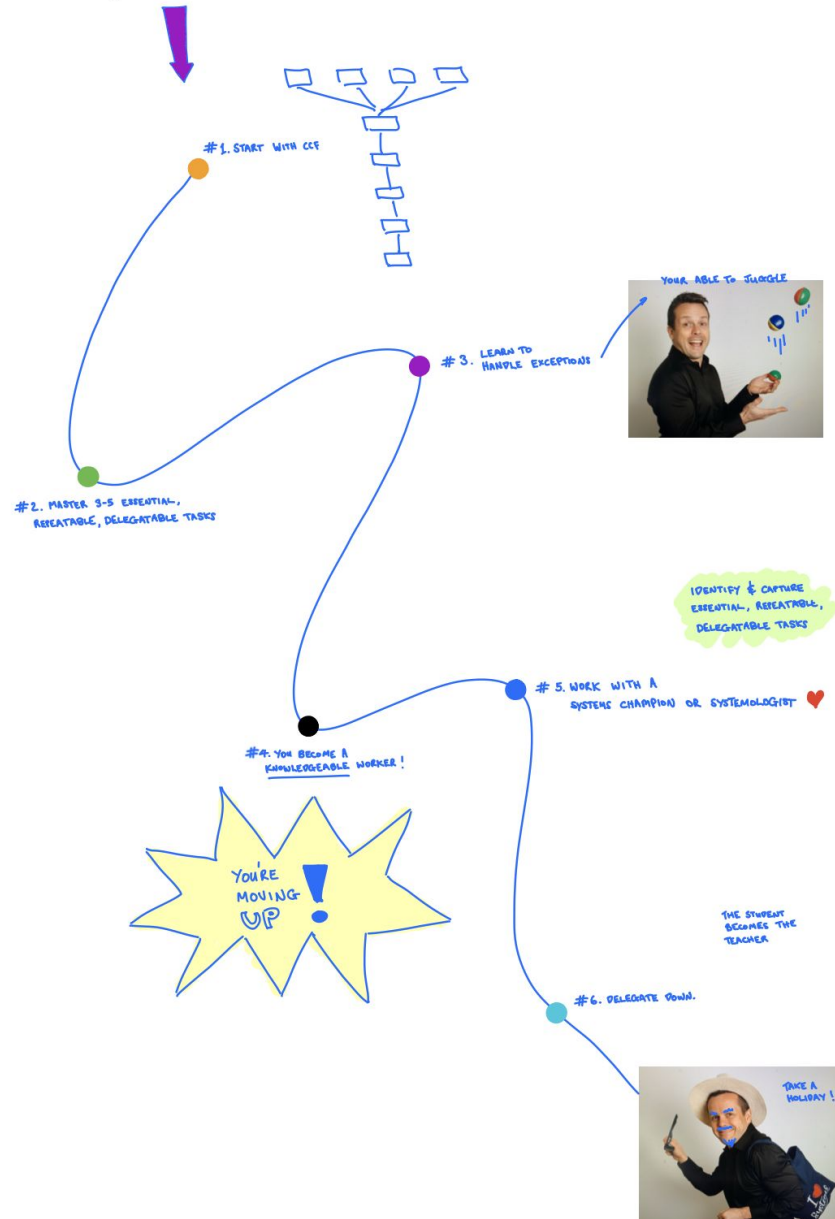○ ○ ○ ○ ○ TEAM
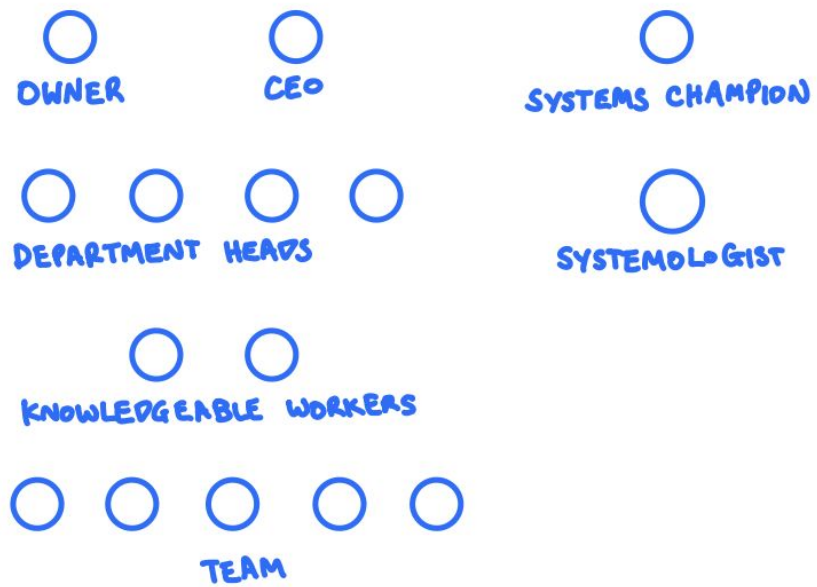
Write here...

- Our business is not broken

- Every business problem is a systems problem

- Systems are living documents

- Systems make our jobs easier

- Everyone can deliver extraordinary results

- Systems are an 80% solution

- Always delegate down

- Systems are valuable assets

- We're accountable and transparent

- CANI

20%

80%
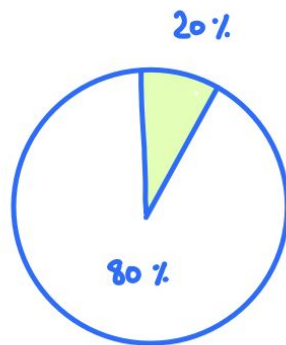
Write here...

YOUR SYSTEMS ROADMAP

Where do you start?

#1. START WITH CCF

#2. MASTER 3-5 ESSENTIAL, REPEATABLE, DELEGATABLE TASKS

#3. LEARN TO HANDLE EXCEPTIONS

YOUR ABLE TO JUGGLE

IDENTIFY & CAPTURE ESSENTIAL, REPEATABLE, DELEGATABLE TASKS

#4. YOU BECOME A KNOWLEDGEABLE WORKER!

#5. WORK WITH A SYSTEMS CHAMPION OR SYSTEMOLOGIST ♥

YOU'RE MOVING UP!

THE STUDENT BECOMES THE TEACHER

#6. DELEGATE DOWN.

TAKE A HOLIDAY!

Write here...

STARTING SYSTEMS

Critical Client Flow (CCF)	Starting Systems
Write notes here...	List your 3-5 starting systems, where to find them and a brief summary of why they are important.

SYSTEMS EXTRACTION

Pre-Extraction Form

SYSTEMology™

System Name: _____

Department: _____

Primary owner: _____

Secondary owner: _____

Overview/objective:

_____

Existing reference documentation and/or training:

_____

What you need (tools/urls/logins/forms):

_____

Time estimate: _____

System outline:

_____

_____

_____

_____

Write here...

NOTES

Write here...

Action Plan

WE ARE SYSTEMS-DRIVEN.

↓

THAT INCLUDES YOU —

#1

CHAMPION

THE SYSTEM IS THE SOLUTION

MAKE IT {
OBVIOUS
ATTRACTIVE
EASY
SATISFYING
}

Action plan:

☐ Meeting with Systems Champion

☐ Learn the Critical Client Flow (CCF)

☐ Start with your core 3-5 systems

Write here...

NOTES

Write here...

Access The Resources

https://systemology.com/bsalive

SYSTEMology®

Business Systems ACCELERATOR by SYSTEMology®

SYSTEMology.com
hello@systemology.com

SYSTEMology®