

Systematize your work to take 1 week off per month

Gary Woodcock



- Yarrumdoc
- What are systems
- Getting started
- Making systems work for you
 - Create your own repository
- Tools of the trade
- Systematize to take off 1 week a month
- Opportunity





Software Evaluations



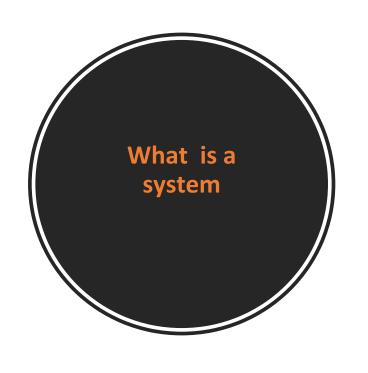
Software Implementation Solutions



Systems



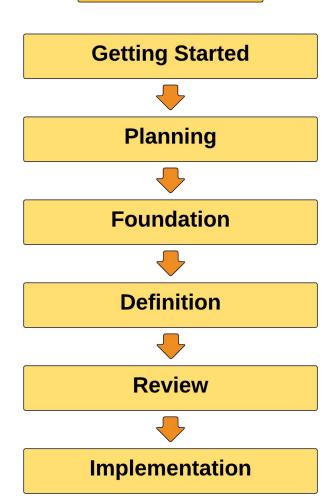
Communication & Collaboration Solutions



- Processes that when integrated together provide a desired outcome
 - We know the starting point
 - We know the desired outcome
 - The system allows us to navigate efficiently to the desired outcome
 - By repeating all the steps that need to be performed:
 - when, how, and who
- Structured, Repeatable, Scalable and Sustainable
 - Elements to long standing systems that will support you and your business

Systems Development Framework







System Development Framework:

- Brainstorm what you do and dump it from your head
 - All the things that you do that take up your time in any given week
- Walk away
- Highlight what is working and what is not
- Categorise & Prioritise your activities
- This is your systems register





- Schedule your system development activities
 - Regular activities where you specifically work on your systems
 - Repetition and consistency breeds improvement
- Regular times will help you develop your systems
- Work through you systems register
 - using your priorities

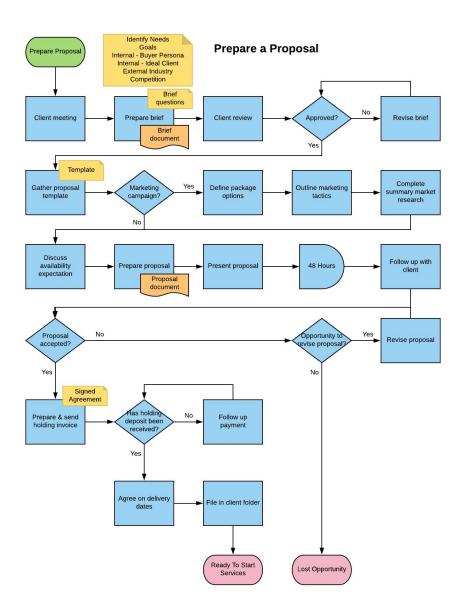




- Map out the process
 - from start to finish, in all directions
- Question what you are doing
 - Are your outcomes consistent
 - adjust to ensure the desired outcome is met
- Perform a walkthrough
 - ensuring that you overcome your issues
- Publish your system
 - It is now locked in stone
 - until you have identified changes need to be made













Google Sites









- 1. Ways to increase work completions
 - work longer
 - have other people work
- 2. You cannot increase the time you have
- 3. You can however create systems that
 - improve what you do
 - allow others to do what you do
- 4. Both will free up your time



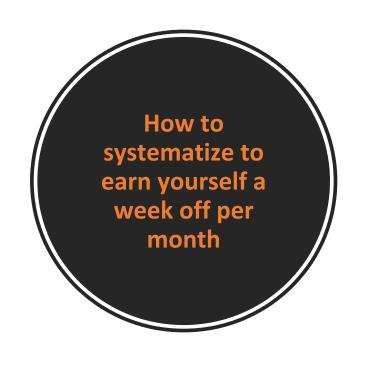
How to get a week off per month



- There are 2 ways, and 1 you can do now:
 - Work the extra hours in the other weeks to generate time to have a week off each month
 - 2. Create systems that will save you time, by having someone else do your work to your standards



Working from your system register



 Document the # hours / week spent on each activity

 Start creating systems, and accumulate saved time in your register

 Repeat the process for each system until you have saved enough time to have the week off



An example using next year's calendar



How to systematize to earn yourself a week off per month

	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su
January				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
February							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
April				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
May						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
June		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
July	L			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
August							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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October		l			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
lovember	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
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	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	\//a	Th	Fr	Sa	Su	Mo	Tu	W/o	Th	Fr	Sa	Su

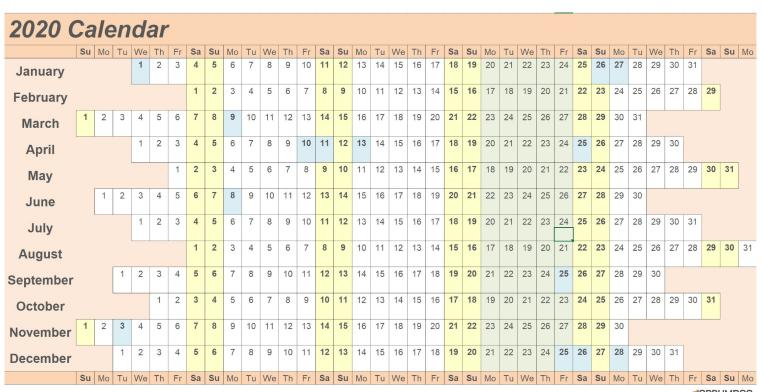
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If we wanted the 3rd week off each month



How to systematize to earn yourself a week off per month



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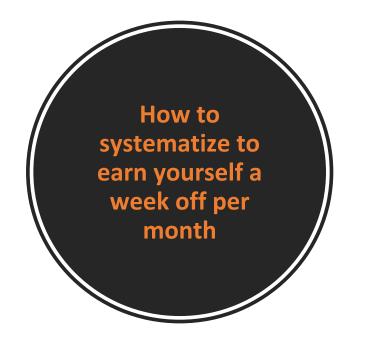
Add the number of hours per day that you either need to work longer, or have systems that save you time



How to systematize to earn yourself a week off per month

2020 C	20 Calendar																Working Hours / Week	Extra Hours day																				
	Su Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	40	•
January			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					2.4
February						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29				2.7
March	1 2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					1			2.1
April			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						2.4
May					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			2.5
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						J		2.1
July			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					2.2
August						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		2.7
September		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							2.1
October				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				2.4
November	1 2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						1			2.1
December		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						2.2
	Su Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	52	2.3

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- For a 40 hour week, you could work an extra 12 hours per week, or 2.3 hours per day and you have now earned yourself a week off
- This works for any number of hours
 - If you work beyond 50 hours per week, you really do need systems!





The aim is not to work longer or harder

 The aim is to create systems that save you the 2.3 hours per day and earn yourself 1 week off every month





Free 60 minute consultation to get you started on your systems Journey:

Introductory Consultation

https://docs.google.com/forms/d/1IMGYiAQtKQJttH0f hHe_GeyZf29_xhZF_5BtmMXfoQs/viewform?edit_req uested=true

Offer closes on 31 December 2019



MasterMind

Q&A



