

# Systematizing For Success

Running Your Business on Autopilot Through  
Systems



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## 1. What is a System

"The \_\_\_\_\_ way we do it here"

- *System Manuals help sustain the business beyond \_\_\_\_\_*

## 2. Why you need a System

- *Reduces \_\_\_\_\_*
- *Increases company \_\_\_\_\_*
- *Makes everyone \_\_\_\_\_*
- *Creates \_\_\_\_\_ of process and \_\_\_\_\_ of outcome*
- *Sustains the business beyond \_\_\_\_\_*

### 3. How to create a System Manual

Step 1. List the major \_\_\_\_\_ of the company

Step 2. Assign a \_\_\_\_\_ to each function

Step 3. List 5 to 10 Key Result Areas (\_\_\_\_\_) for each job title

Step 4. Create a 'Measure Of \_\_\_\_\_' for each KRA

'Measures of Success' must be:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Step 5. Write a detailed step-by-step describing \_\_\_\_\_ each KRA will be done, in order to achieve the 'Measure of Success'

Step 6. Insert \_\_\_\_\_

#### 4. How to implement a System Manual

Implementation varies depending on the \_\_\_\_\_ of your company

#### 5. How to measure and improve the System Manual

\_\_\_\_\_ / \_\_\_\_\_ (P/E) meetings

- one time per \_\_\_\_\_
- 30 to 60 minutes in length
- Review 1 to 2 KRAs in \_\_\_\_\_
- Review their scored Measure of Success for \_\_\_\_\_ KRA
- Opportunity for \_\_\_\_\_

Your job is to \_\_\_\_\_ the System,  
the team members job is to \_\_\_\_\_ the system,  
the \_\_\_\_\_ job is to make the business  
successful

For more information on Systems and the System  
Manuals used by Grace Management, visit  
[www.RentGrace.com/Systems](http://www.RentGrace.com/Systems)