

***ScaleTime™ makes it DEAD EASY to systemize, scale up, supercharge profits and ultimately FREE YOUR TIME so you can kick off your shoes and just do what you love...***

## YOUR SYSTEMS:

BUSINESS RESPONSIBILITIES	DO YOU HAVE A WORKFLOW?	ARE YOU USING ANY TOOLS?
<i>Add or delete any responsibilities specific to your business</i>	<i>Is there a specific sequence for the repetitive tasks/projects that your team members can follow? yes/no</i>	<i>Do you have any tools to help you accomplish responsibilities?</i>
Sales Pipeline		eg. contactually, pipedrive, streak
Onboarding a client/vendor		eg. docuSign, echosign, hellosign
Digital Marketing		eg. hubspot, awebber, mailchimp, infusion soft
Social media		eg. hootsuite, buffer, sprout
Managing projects		eg. asana, trello, redbooth
Measuring client satisfaction		eg. evals - jot form, typeform
Customer support		eg. help scout, zendesk
Accounting		eg. freshbooks, quickbooks, wave apps, sage
Financial projections		eg. operating model
Onboarding team members		eg. streak, job descriptions, zenefits, hrcloud
Team Member performance tracking		eg. performance / progress evaluations
Team Member timesheets/scheduling		eg. schedulehead, weworked, harvest
Team Member training		eg. training manual, screencast, matic.com, Teachable (fedora)
Scheduling Meeting		eg. trybetty, calendly, Time Trade
Insert Other		

You are done, nice work =)

