Business Systems
ACCELERATOR
by SYSTEMology®

Business Systems Accelerator

WORKBOOK 1: FOUNDATIONS

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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.

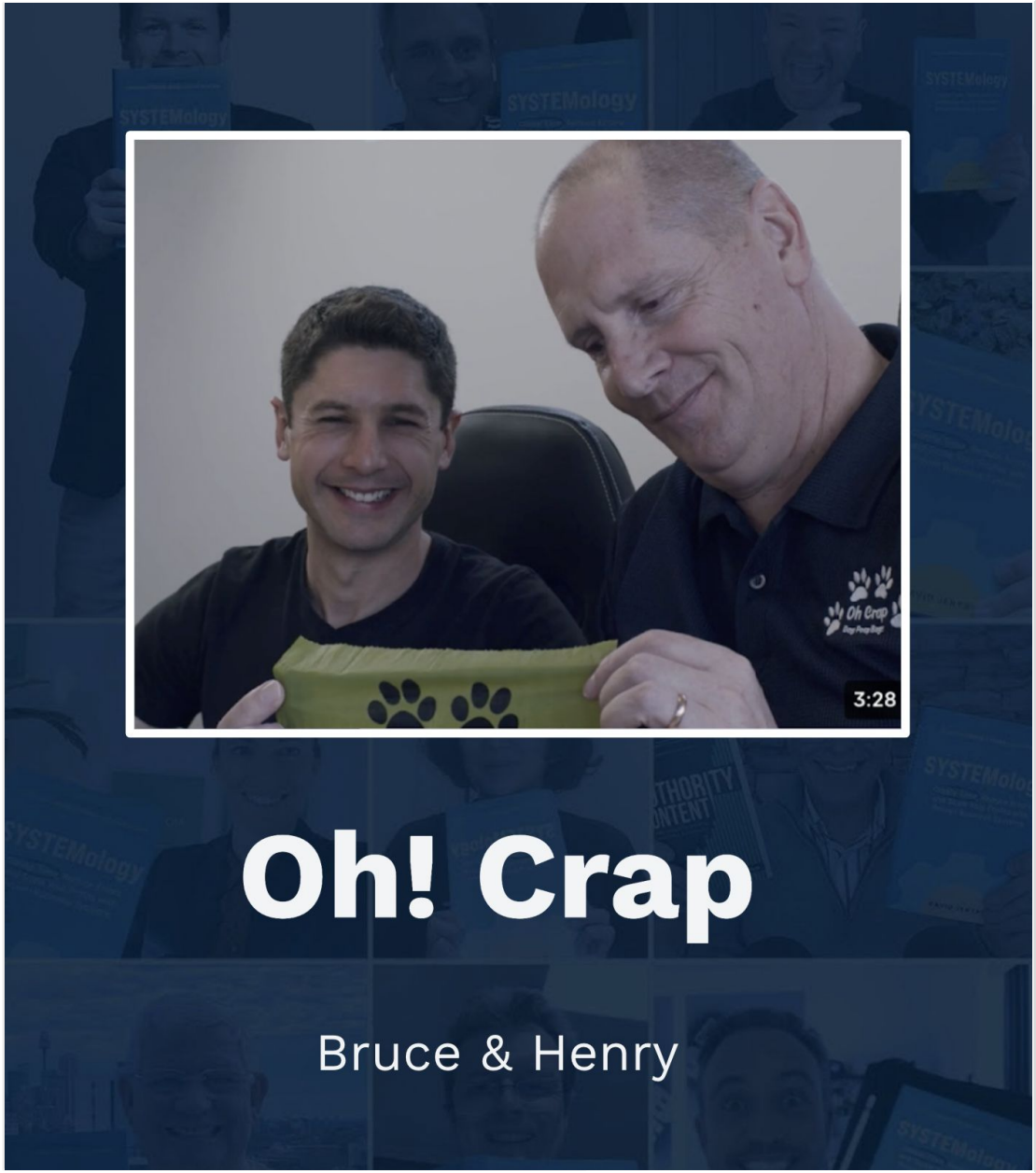
David Jenyns
Founder of SYSTEMology

1
DEFINE
2
ASSIGN
3
EXTRACT
4
ORGANISE
5
INTEGRATE
6
SCALE
7
OPTIMISE
SYSTEMology®

YOUR OUTCOMES

Who | Where are you from? What does your business do?	**Why** | Why are you here? Why are systems important to you?	**What** | What do you want to achieve from this workshop?

CASE STUDY: OH! CRAP



Notes & insights...

1 Systems Dream Team

SYSTEMS DREAM TEAM

Role: Owner

Actions: "*Believe it.*" Support the CEO. Lead the vision. Record key knowledge. Do not document.

Role: CEO

Actions: "*Drive it.*" Work with the team. Follow through. Bring vision to life. Prioritise systems. Hold team accountable. Ensure standards.

Role: Department Heads

Actions: *"Guide it."* Oversee team. Help to codify what's being done. Delegate down repetitive tasks with systems so they can level up.

Role: Knowledgeable Team Members

Actions: *"Help it."* Rock solid with recurring tasks. Need support from the team to make it easy to codify what they're doing.

Role: Team members

Actions: *"Support it."* Buy in and support the systems-driven culture. Understand why they should follow and maintain systems.

Role: Systems Champion

Actions: *"Champion it."* Curious, organised, detail oriented. Makes it easy for the team. Understands your systems, team and software stack.

Role: Documenter

Actions: *"Codify it."* Great writers that keep things simple. They turn recorded systems into easy to follow documentation.

Role: SYSTEMologist

Actions: *"Lead it."* Certified in SYSTEMology. They speed up the process. Skilled in systems coaching and supporting your entire team with systems.

SYSTEMS DREAM TEAM

Role: Owner	Role: CEO
Role: Department Heads	**Role: Knowledgeable Team Members**
Role: Team members	**Role: Systems Champion**
Role: Documenter	**Role: SYSTEMologist**

NOTES

Write here...

2

Minimum Viable Systems (MVS)

MINIMUM VIABLE SYSTEMS (MVS)

Notes | Write here...

SYSTEMS SOLUTIONS

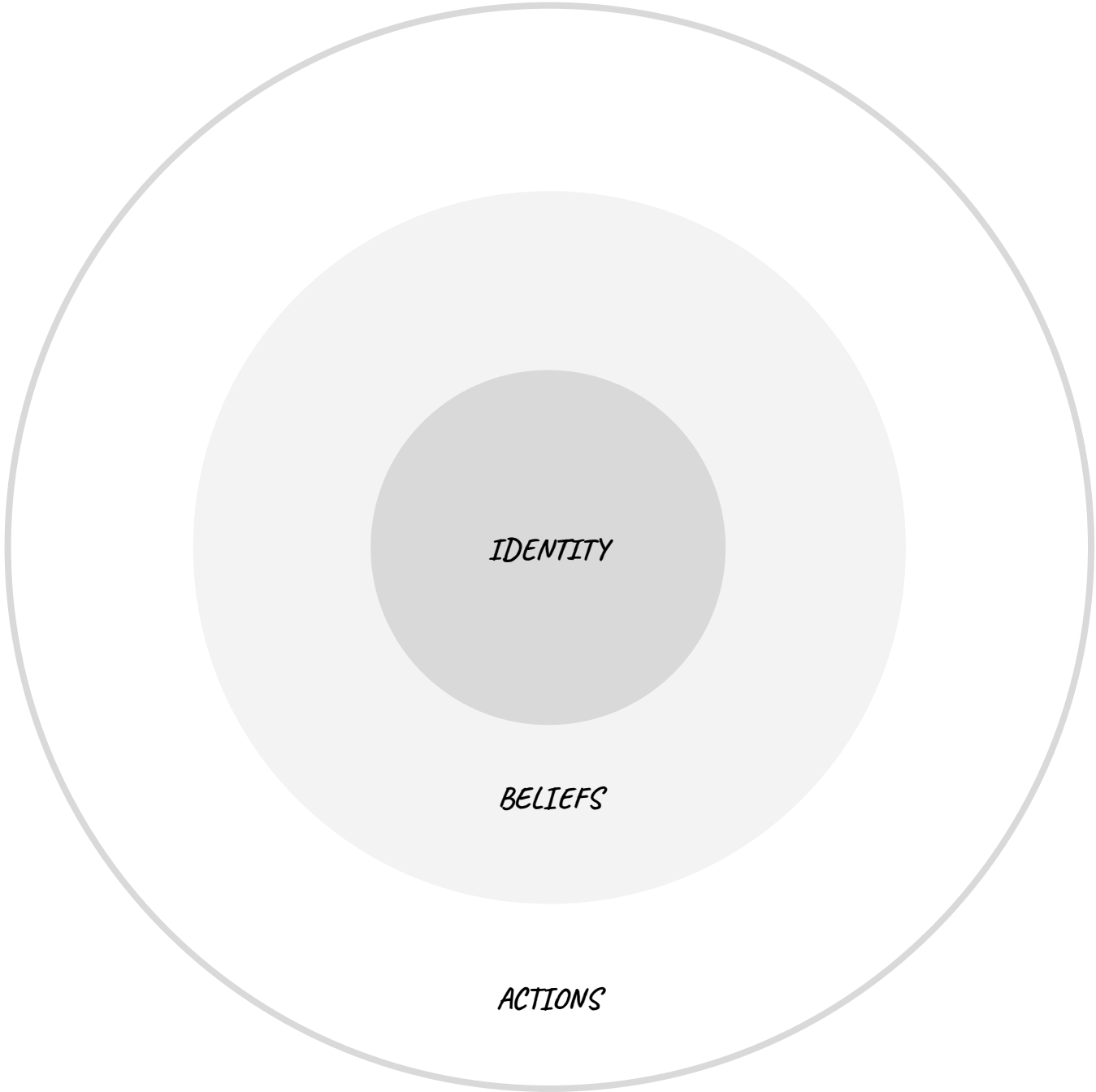
Current Problem	Systems Issue	Systems Solution
Not enough leads	*Marketing systems*	*Lead generation system*

NOTES

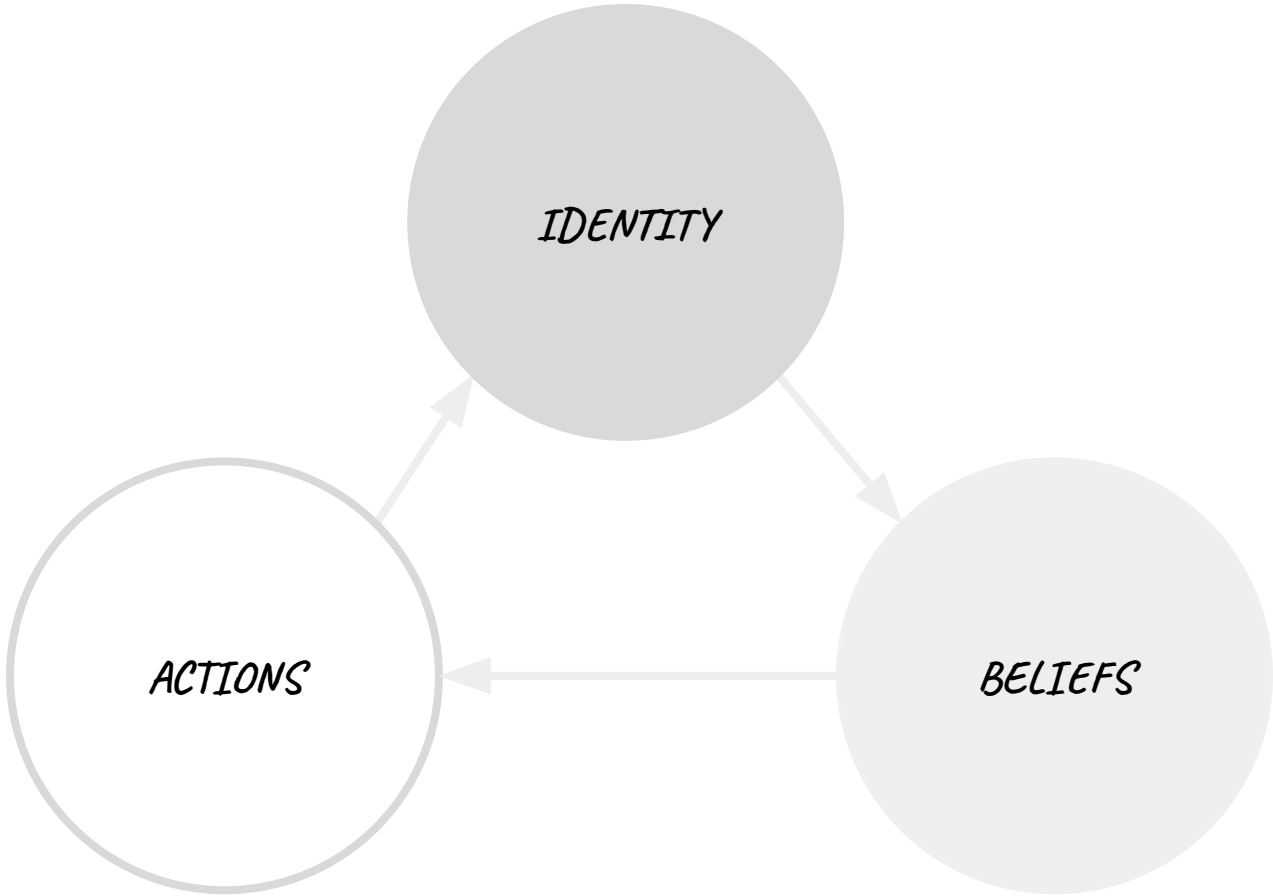
Write here...

3 Identity Change

WHO ARE YOU?



IDENTITY LOOP



MY BELIEFS

"I am the owner of a systems-driven business."

I believe...

- Business systems are the essential building blocks of business
- Your business is not broken
- Every business problem is a systems problem
- It's always the systems fault first
- You can get extraordinary results by putting ordinary people into well-designed systems
- Systems development isn't one and done, it's an ongoing way of being
- Accountability, transparency and measurement produce a results driven business
- The financial benefit of great systems far exceeds the cost of their implementation
- The value of a business is found in solid systems that consistently produce desired results
- Business systems are your most valuable asset.

MY BELIEFS

Identity | I am...

Beliefs | I believe...

SYSTEMS ACTIONS BRAINSTORM

Examples:

I think in systems

I record everything

I ask "Do we have a system for that?"

I look at the systems first

We showcase great systems

We hired a systems champion

It's a meeting agenda item

Write here...

Write here...

Habit Change Ideas | What could you do to make it: Obvious; Attractive; Easy; Satisfying

E.g. add to weekly meeting agenda, record one system before my next day off, delegate one recurring task per week...

BUILD YOUR EVIDENCE

Success | What does your team and your business currently do well?	**Evidence** | What evidence do you have that you are already building a systems-driven business?

NOTES

Write here...

4

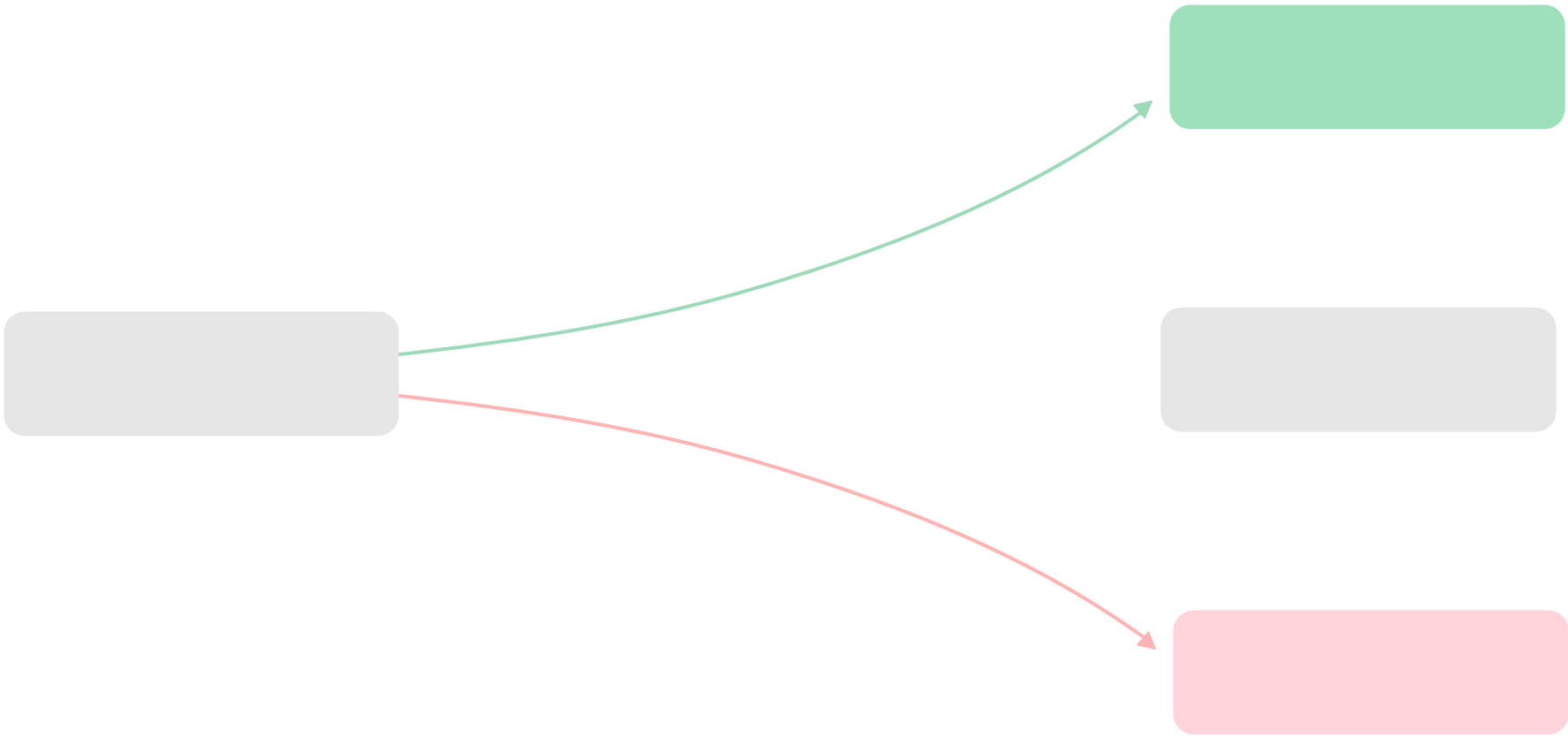
The Reality

RESULTS OVER TIME

OBSTACLES & STRATEGIES

Results | What's the result that I want to create?	**Obstacles** | What might get in the way of creating it?	**Strategies** | What will I do to overcome this obstacle?

TWO FUTURES



NOTES

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5 Action Plan

HOMEWORK

Checklist:

- [ ] Identify your systems dream team
- [ ] Map your MVS
- [ ] Share your MVS for feedback
- [ ] Build your identity, beliefs & actions
- [ ] Engineer your systems habits
- [ ] Write your current evidence for success

Write any notes or action items here...

NOTES

Write here...

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Access The Resources

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