

No Time for Change?

Don't you feel like the world is moving at such a **fast pace** these days? So much is happening all around us that **time is in low supply**.

Time is the one resource that **we can never get back**. But it is something that we can **optimize**.



It's Something I **HAVE** To Do

I know that in my business one of the **BEST** things that I can do for my staff is to create processes. At first I was really worried that they would feel like I was micro-managing them but it's actually

the exact opposite of that.

Having smart, easy to understand processes in place empowers your workers.

It's unbelievable how one **small process change can affect entire operations**. I know having effective processes in place helps workers to:

- Easily understand what's expected of them.
- Go through a task step-by-step, confident that they are not missing any vital information.

•Be more **efficient and effective** when completing tasks because they have a map for what they are doing.

•Make **adjustments and improvements** within tasks that in the past they did not have time to implement because they were too caught up in how they were going to accomplish the "big stuff".

Honestly, creating processes is one of the more tedious things I do. But, I **HAVE** to make **time for creating processes** in my job if I want to see my company running at the **highest level**.

Making Time To Improve Future Productivity

I know now that if I didn't **take the time initially to create processes** so much of my workers **productivity would have been lost. And I can't that time back.** You can only look forward and strive for improvements.



Here are some of the steps that I constantly go through myself to create and improve my processes:

1) **What aspect of the company could benefit from a process?** - Once I've identified this aspect I **dedicate the time and energy** needed to create a process that is effective and empowering.

2) **What process is going to need to be implemented to change the productivity in this area?** - I have my goal and I take the steps needed to **research** how I can make this aspect of the company more productive.

3) **Who am I going to need to be involved in implementing this process so that it is a success?** - I identify the **key team members** that are going to need to be involved in the **development** of this process for it to be a success within the workplace. I also look outside my company and figure out if I **need outside assistance** to enhance productivity that much more.

4) **What is my timeline for the implementation of this process?** - If I didn't give myself a **timeline for implementing a process**, it would never happen. It's important to know when you want to see this process in place.

5) **Provide support and clear explanation to my team of the new process** - It's really important that my team **understands my expectations** of them. I want them to know how long I expect it will take them to learn and use the process I am implementing. I also want them to provide me with **feedback** in regards to the effectiveness of the process change.

6) **Evaluate the new process** - I always go back and look at the change I've made in process and make sure that it is **running smoothly** and that nothing needs to be added or taken away to make it better. It's important to evaluate the change and to **see the benefits** that are occurring.

Jane's Hot Advice

Creating processes that are effective and smart is not an easy task but it is an **absolutely necessary measure** for companies to grow and succeed to their full potential.

I assist my customers with process changes when they implement one of our **handheld solutions**. The change from **paper data collection** to handheld data collection is simply implementing a **new process** for your operators. I advise you to **print off the steps** that I just gave you so that you can go through them one by one to **create a plan** to evaluate your operational process for data collection.

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