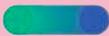
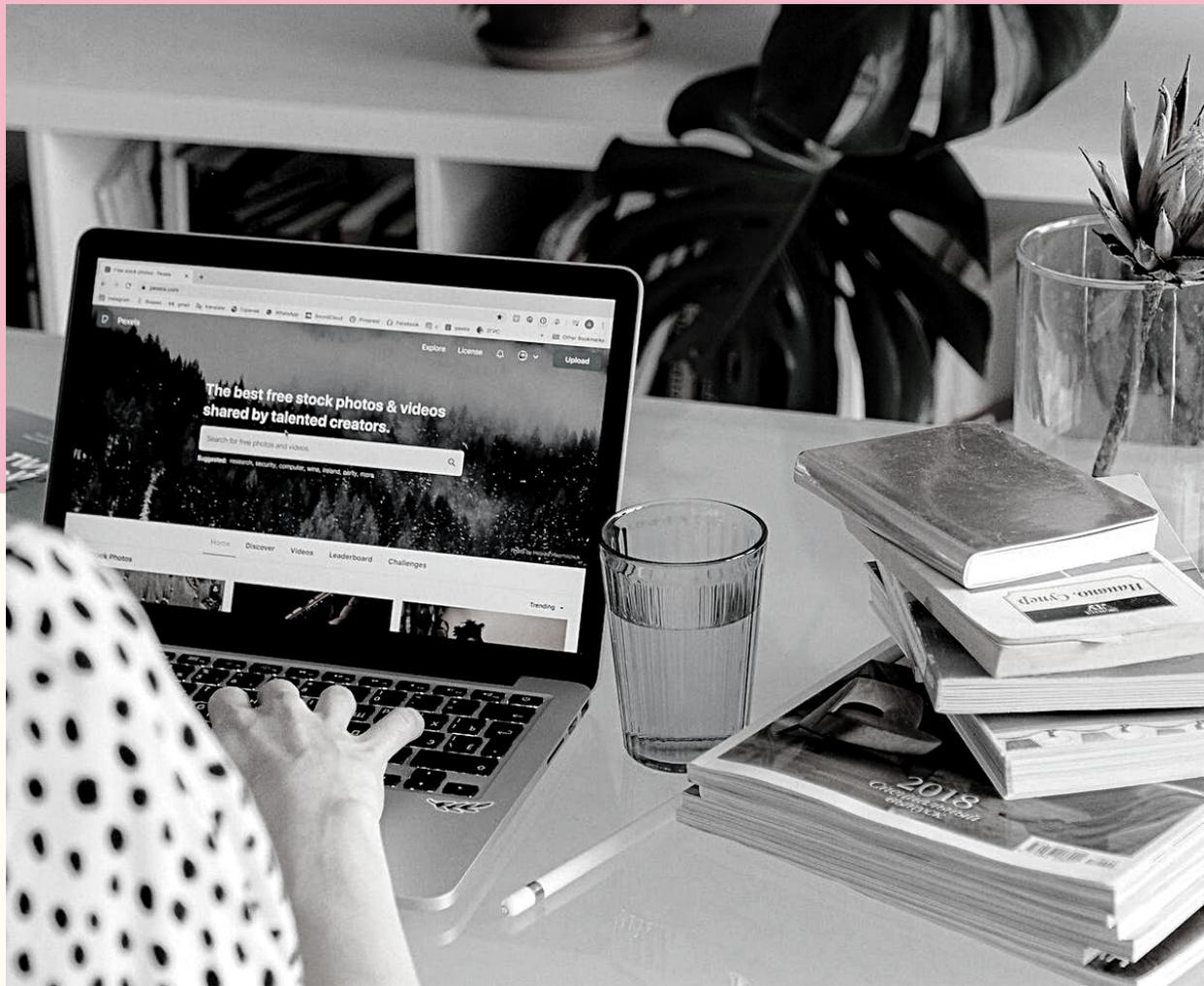


financielle.

 **BANKIFI**



GET TIME BACK.

Strategies and Tools to Claim Back
Your Time For Your Small Business

TIME IS A PRECIOUS RESOURCE IN ANY BUSINESS, BUT FOR A SMALL BUSINESS TIME IS LITERALLY MONEY.

For female business owners, lack of time can be exacerbated by their, on average, majority share of unpaid labour in the home, such as caretaking responsibilities and housework (Institute of Fiscal Studies).

Finding ways to save time can help increase productivity and profitability.

Here are 15 strategies you can use to get time back in your business.



AUTOMATE TASKS

01.

Look for ways to automate repetitive tasks such as data entry, email responses, and invoicing using software. Automation is a great way to free up your time and avoid the frustration of tedious manual tasks, so start looking for ways to automate what you do now by:

- Creating templates for frequently used documents
- Saving common email responses as draft messages
- Automating social media posts
- Scheduling out blog content in advance
- Setting up recurring reports
- Create email journeys using email systems



DELEGATE

02.

Identify tasks that can be delegated to other team members and train them to handle those tasks. This will free up your time to focus on more important business issues as well as the wider business strategy.

DOCUMENT PROCEDURES

04.

Create Standard Operating Procedures for best practice across the business so that when you bring on support into the organisation, everyone is aware of how tasks should be completed.

GO Get Paid

03.

Did you know that 30% of all payments to SMEs are late and that it takes 6 weeks on average to finally receive payment?

To help your business grow and thrive, there are digital tools available, such as [Go Get Paid](#), that help to eliminate late payments. The power of positive cashflow should never be underestimated, and having a finance department in your back pocket will help you to keep on track of your business finances and save you time in the process.

TIME BLOCKING

05

Schedule your day in advance and block out specific times for different tasks. This will help you stay focused and avoid distractions.

USE TECHNOLOGY

07.

Take advantage of technology tools such as project management software, communication platforms, and social media scheduling tools to streamline your work processes and save time.

REDUCE MEETINGS

06.

Try to limit the number of meetings you have, and make sure they are focused and productive. Consider alternatives like email updates or quick check-ins. When you have meetings, make sure you optimise the time taken. Scheduled an hour? Make it 30 minutes.

SECURE A SUPPORT SYSTEM

08

Whether it be a partner, family member or friend, work to put a support system in place who can be there for you and for the family when the going gets tough.

HEALTH & WELLBEING

09.

Running a business is hard and there are many times when it feels like it's all on you. You have to prioritise your health and wellbeing so you can be in the optimum place to lead and execute. Whether it's scheduling walks and fresh air, joining a gym or meal planning so you eat nutritional food - make sure you look after yourself. When you're fit and well, your time is more effective.



PERSONAL FINANCE IS 90% PERSONAL

10.

Taking control of your personal finances, you feel more control of your wider life. Time spent worrying about personal money is time distracting you from effective business decision making. Creating a budget you can finally stick to with Financielle, making sure the basics are taken care of and your personal money goals are being worked towards in the background automatically can allow you to focus on your business.



BUILD YOUR NETWORK

11.

Make sure you have a strong network of fellow business owners who you can learn from, share experiences with and feel like you're not alone. Running a business is hard and often those people in our support circle that don't run a business may not be able to fully empathise with you.

GO GET, NURTURE AND KEEP TALENT

12.

So much time can be wasted on people issues - not finding the right person for the job or the business. The best small businesses keep the right staff for a long time - often through several different businesses - because when the formula works it's a recipe for success.

OUTSOURCE WHERE YOU CAN

13.

Utilising contractors through online platforms such as Upwork, Fiverr or People Per Hour can allow you to tap into a skilled workforce at the time you need the skill, set a task at a fixed cost and deliver projects or pieces of work at a quicker pace than ever before. If you can free yourself up from a task that takes someone else half the time with a more impressive result - pay for it and divert your time to a task that requires you and your skillset. This could include tasks such as social media, design, web building or copywriting.

PRIORITISE YOU AND YOUR BUSINESS GOALS & PROJECT BOUNDARIES

14.

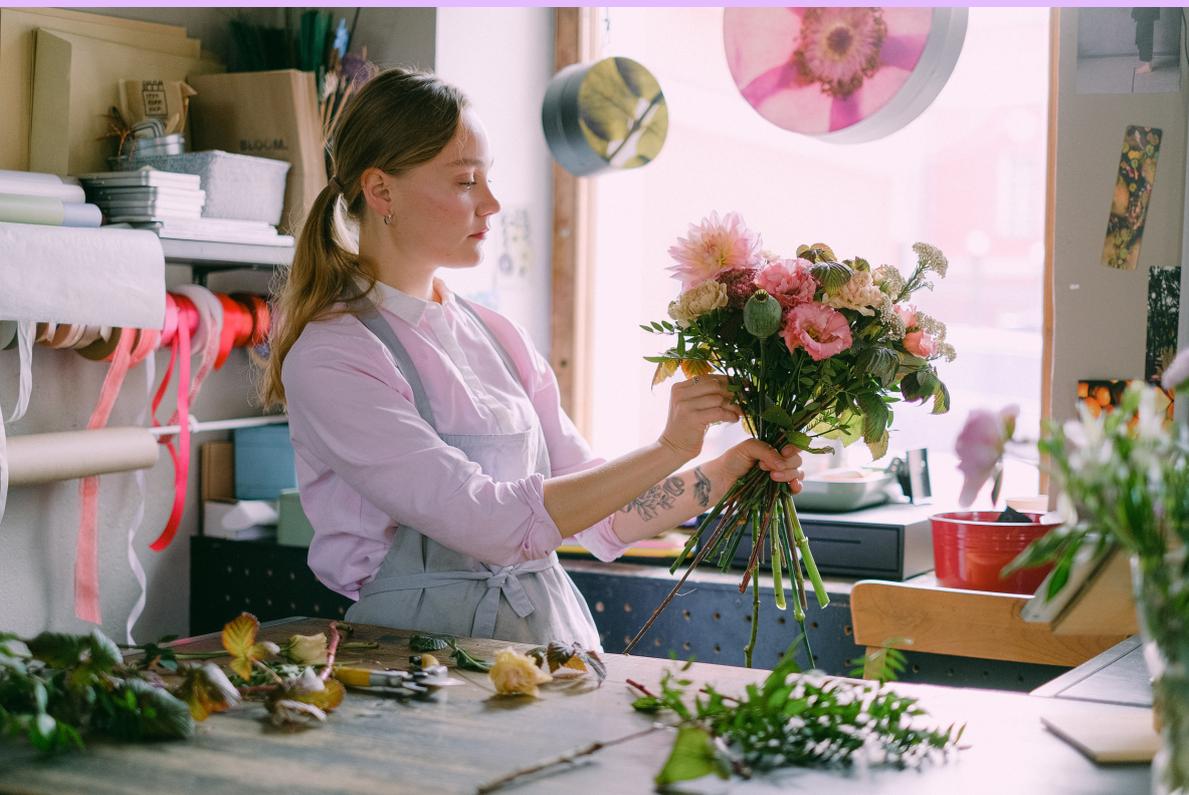
Shark Tank legend Barbara Corcoran is constantly approached by young business owners looking for an hour of her time. She says: *“As my time is limited, I've developed a system of helpful "no's" that give a little something and leave people feeling happy they asked”*.

SYSTEMISE EVERYTHING

15.

Robust systems are the foundation of every successful business. They're what allow you to automate manual processes, delegate lower value tasks and stay focused on achieving your goals. If you don't already have a clear system in place for everything that happens in your business, now is the time to start developing one - even if it's just at a basic level. This will save you hours of time and frustration every single day.

BY IMPLEMENTING THESE STRATEGIES, YOU CAN GET TIME BACK IN YOUR BUSINESS AND FOCUS ON THE TASKS THAT WILL HELP YOU ACHIEVE YOUR BUSINESS GOALS.



financielle.

GO Get Paid