

Our Handbook for Business, the Bible

Allocating your time

Over the years I've seen too many owners squander their opportunity to achieve greatness because they didn't know how to effectively manage the operation or lead a team to grow sales and profits.

An astute entrepreneur once told me, *'You can't put a bow tie on a Billy goat'* - a crude way of describing overworked, chaotic business owners, trapped in an under-performing operation. But they won't change course or seek help to get things right.

My counsel for you, business owners:

Ideally, your time should be split THREE ways...

% of your time	Your role
70%	Strategic LEADER
20%	Diligent MANAGER
10%	Conscientious WORKER

IF you're struggling in business, chances are your MANAGER time is about right at 20%; but the other two are wrong - leader time is too low at 10%; and WORKER time is too high at 70%

And yes, I get it, sometimes it's just easier being a worker than a leader!

However, you do need to reduce your WORKER time; but how?

- 1: By delegating tasks to the team in a methodical and timely way
- 2: And working with them to create a Systems & Procedures Manual that documents how every task is done the right way, by whom and when

Then increase your LEADER time to build a great business, this way:

- 1: You treat the whole BUSINESS as your PRODUCT, always challenging the status quo
- 2: Then set aside a day each week to work on strategies to improve the product
- 3: Articulate and focus on your God-ordained vision for a better future
- 4: Be alert to the threats your industry and business face...and opportunities this presents
- 5: Study and apply Handbook to learn and apply business principles.

In time with your LEADER-MANAGER-WORKER roles in the right proportion, you can build a great, God-honouring business.

THE BIBLE, our HANDBOOK, counsel for today: Proverbs 22:29, Good New Translation...

"Show me someone who does a good job, and I will show you someone who is better than most and worthy of the company of kings"

Other Scriptures (NKJV):

Exodus 18:13-26, "...For this thing is too much...you are not able to perform it by yourself..." (v18)

Proverbs 11:14, "Where there is no counsel...people fall...in the multitude of counselors...is safety"

Proverbs 16:9, "A man's heart plans his way, but the LORD directs his steps"

James 1:5, "If any of you lacks wisdom, let him ask of God, who gives to all liberally..."

Ecclesiastes 9:10, "...Whatever your hand finds to do, do it with your might..."