

Our Handbook for Business, the Bible

Allocating your time effectively

Over the years I've seen many owners squander their opportunity to achieve greatness because they didn't know how to effectively manage their operation or lead a team to grow sales and profits in a disciplined way...and they were reluctant to change course or get help to fix things.

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.

My counsel for you as a business owner:

Ideally, your time should be allocated 3 ways...

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

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

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

The question then is, how to reduce your WORKER time: I have two suggestions...

- 1: By delegating your current tasks to the team in a methodical and timely way
- 2: And by encouraging them to create an Operations Manual & Job Descriptions that documents how every task is done the right way, by whom and when.

Then the question is how to increase your strategic LEADER time: Here are five steps...

- 1: Treat the whole BUSINESS as your PRODUCT
- 2: Set aside a day each week to challenge the status quo and thereby improve the product
- 3: Articulate & focus on your vision for a new future (i.e. God's revelation to you - Prov 29:18)
- 4: Be alert to the threats your industry & business face & opportunities this presents
- 5: Study and apply Handbook commands & principles to your role and business operation.

...Then, 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, 1 Corinthians 14:40, King James Version...

"Let all things be done decently and in order"

...This command given to the problem-plagued Corinthian church can also apply to business!

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"
Ecclesiastes 9:10, "...Whatever your hand finds to do, do it with your might..."
Proverbs 22:29, "Do you see a man who excels in his work? He will stand before kings..."
Ecclesiastes 3:1, "To everything there is a season..."