



Rate yourself out of 10 for each of these items, then start implementing those that you feel you need to do first ...

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|--|--|--|--|---|
| ___/10 Fix Your Mindset                        | ___/10 Make Jobs Simple                      | ___/10 Quick and Consistent Quoting        | ___/10 Acknowledge EVERYTHING            | ___/10 Refine Services spreadsheet with rate  |
| ___/10 Improve things Daily                    | ___/10 Make Admin Simple                     | ___/10 Doing Certificates FAST             | ___/10 Multi-Task with ease              | ___/10 Set up your personal cashflow          |
| ___/10 Stand Out - You                         | ___/10 Track your Week                       | ___/10 Automatic payment reminders         | ___/10 Pass on Collections FAST          | ___/10 Set up your business cashflow          |
| ___/10 Stand Out - Service                     | ___/10 Document your Procedures              | ___/10 Automatic Bank Reconciliation       | ___/10 Work out your REAL rate           | ___/10 Set up your banking "Rules"            |
| ___/10 Stay Healthy and energised              | ___/10 Maximise your emails                  | ___/10 Get EVERYTHING done on site         | ___/10 Price your Services easily        | ___/10 Determine your deposit rules from rate |
| ___/10 Stop the Excuses                        | ___/10 Follow Up FAST                        | ___/10 Quote in Minutes                    | ___/10 Guarantee your cashflow           | ___/10 Cashflow spreadsheet - staged payment  |
| ___/10 Believe in Yourself                     | ___/10 Understand Finance                    | ___/10 Invoice in Seconds                  | ___/10 Ensure Deposits are taken         | ___/10 Purchase Order tracking                |
| ___/10 Manage Your Time                        | ___/10 Understand Cashflow                   | ___/10 Put your calendar Online            | ___/10 Determine your staged payments    | ___/10 Payment reminder/collection emails     |
| ___/10 Systemise ALL your methods              | ___/10 Time saving Text Hack                 | ___/10 Fix your time consuming jobs        | ___/10 Establish your rules              | ___/10 List of jobs to Nominate               |
| ___/10 Delegate to the RIGHT person            | ___/10 Set Up Messegner responses            | ___/10 Identify your distractions          | ___/10 Speed up your jobs                | ___/10 Who exactly to nominate to             |
| ___/10 Find the RIGHT solution                 | ___/10 Block out your personal time          | ___/10 Block out social media              | ___/10 Find your job bottlenecks         | ___/10 What can you outsource (Examples)      |
| ___/10 Outsource where possible                | ___/10 Block out your quoting time           | ___/10 Learn your best routine             | ___/10 Create your own checklists        | ___/10 Software solutions for all your tasks  |
| ___/10 Automate as much as possible            | ___/10 Block out Business Growth time        | ___/10 Create your Personal vision         | ___/10 Create procedures in YouTube      | ___/10 Simple and cheap Automation options    |
| ___/10 Reply on Autopilot                      | ___/10 Find your Niche Services              | ___/10 Create your Business vision         | ___/10 Add procedures to Web Site fast   | ___/10 Setting up call recording quick/cheap  |
| ___/10 Establish your Email Templates          | ___/10 Find your Niche Customers             | ___/10 Create your mission Statement       | ___/10 Manage your person task list      | ___/10 Setting up Incoming call log (free!)   |
| ___/10 Establish your phone Templates          | ___/10 Ensure your web site attracts         | ___/10 Learn to Prioritise properly        | ___/10 Manage your business task list    | ___/10 Google Sheets advantages (cloud)       |
| ___/10 Identify Admin bottlenecks              | ___/10 Add Services to cloud apps            | ___/10 Back up to Cloud Storage            | ___/10 Get use from your facebook pixel  | ___/10 Add a call introduction message        |
| ___/10 Create your Pricing spreadsheet         | ___/10 Do Quoting from Cloud apps            | ___/10 Decide the best, safest storage     | ___/10 Set up your phone handling        | ___/10 Add calls to dropbox automatically     |
| ___/10 Find your Upsells                       | ___/10 Enable tracking for customers         | ___/10 How to "Flow" through jobs          | ___/10 Set up your call tracking numbers | ___/10 Check website performance stats        |
| ___/10 Find your Downsell                      | ___/10 Add a Job Booking front end           | ___/10 Legally add customers to email      | ___/10 Get your phone calls managed      | ___/10 Add job Enquiry details to Log         |
| ___/10 Find your Cross sells                   | ___/10 Analyse your jobs on Map fast         | ___/10 Build up your customer lists        | ___/10 Script your phone answering       | ___/10 Motivational videos to keep going      |
| ___/10 Find your referrals (Joint Ventures)    | ___/10 Turn Quotes to Invoices in a click    | ___/10 Create forms on your web site       | ___/10 Get your calendar service links   | ___/10 Case studies from members              |
| ___/10 Find your best Quoting times            | ___/10 Certificate Software solutions        | ___/10 Create an eBook quick and cheap     | ___/10 Set up a booking form online      | ___/10 HUGE list of recommended books         |
| ___/10 Work out travel time accurately         | ___/10 PAT Testing solutions and software    | ___/10 Make use of your email signature    | ___/10 Automatic upsell and cross sell   | ___/10 Events and Coaching options            |
| ___/10 Get deposits easily every time          | ___/10 Ensuring quick payment by transfer    | ___/10 Deep versus Shallow work            | ___/10 Find your strict working hours    | ___/10 Advanced front end solutions           |
| ___/10 Create and add your FAQs                | ___/10 Ensuring reminders are automatic      | ___/10 Leverage your time efficiently      | ___/10 Recommended morning routine       | ___/10 Making your own Apps - Options         |
| ___/10 Create Customer Information Videos      | ___/10 Getting reviews automatically         | ___/10 Remove your bottlenecks             | ___/10 Your Personal Basic               | ___/10 KPIs and why they are needed           |
| ___/10 Get your certificates in one place fast | ___/10 Getting repeat work automatically     | ___/10 Identify your best morning activity | ___/10 Your Personal Treats              | ___/10 Finding your most important issues     |
| ___/10 Create your customer "walkthroughs"     | ___/10 Setting your communication emails     | ___/10 Identify your best late activity    | ___/10 Your Personal Luxuries            | ___/10 Repeating the process - Why!           |
| ___/10 Get paid fast - solutions and methods   | ___/10 Identify your follow up shortcomings  | ___/10 Remove what you hate doing          | ___/10 Your number of working weeks      | ___/10 Facebook Groups for further info       |
| ___/10 Integrating PayPal                      | ___/10 Use the right terms (Customer terms)  | ___/10 Remove time vampires/distractions   | ___/10 Your hours worked each week       | ___/10 Audible versus Books - Why?            |
| ___/10 Integrating Stripe to front end app     | ___/10 Handle all bookings in cloud software | ___/10 Remove Interruptions                | ___/10 Your Hourly Best Rate spreadsheet | ___/10 "Done for You" Service options         |

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