Work1099 Training Manual

How to Automate Your Business In 6 Hours Or Less

This Step-By-Step Tutorial and Hundreds of Others Are Available For You Inside Work1099:

Click Here To Claim Your $5 Voucher

Special $5 Voucher For You Only – Please Do Not Share!

Disclaimer:

This PDF and supplementary material was created to provide specific information regarding the subject matter covered. Every attempt has been made to verify the information provided in this material however neither the author nor the publisher are responsible for any errors, omissions, or incorrect interpretations of the subject matter.

Information contained within this material is subject to local, state, federal and international laws. The reader is advised to consult with a licensed professional for legal, financial and other professional services.

The reader of this material assumes all responsibility for the use of this information. Adherence to all applicable laws and regulations governing professional licensing, Music and Audio practices, advertising and all other aspects of doing Music and Audio in the United States or any other jurisdiction is the sole responsibility of the reader.

The author and publisher assume no responsibility or liability whatsoever for the use or misuse of the information contained within these materials.

Any earnings or income statements, or earnings or income examples, are only estimates of what we think you could earn. There is no assurance you'll do as well. If you rely upon our figures, you must accept the risk of not doing as well.

Where specific income figures are used, and attributed to an individual or business, those persons or businesses have earned that amount. There is no assurance you'll do as well. If you rely upon our figures, you must accept the risk of not doing as well. Any and all claims or representations, as to income earnings on this web site, are not to be considered as average earnings. There can be no assurance that any prior successes, or past results, as to income earnings, can be used as an indication of your future success or results.

Monetary and income results are based on many factors. We have no way of knowing how well you will do, as we do not know you, your background, your work ethic, or your business skills or practices. Therefore we do not guarantee or imply that you will get rich or that you will do as well.

If you rely upon our figures, you must accept the risk of not doing as well. Internet businesses and earnings derived therefrom, have unknown risks involved, and are not suitable for everyone. Making decisions based on any information presented in our products, services, or web site, should be done only with the knowledge that you could experience significant losses, or make no money at all. All products and services by our company are for educational and informational purposes only.

Use caution and seek the advice of qualified professionals. Check with your accountant, lawyer, or professional advisor, before acting on this or any information. Users of our products, services, and web sites are advised to do their own due diligence when it comes to making business decisions and all information, products, and services that have been provided should be independently verified by you own qualified professionals.

Our information, products, and services on this web site should be carefully considered and evaluated, before reaching a business decision, on whether to rely on them. You agree that our company is not responsible for the success or failure of your business decisions relating to any information presented by our company, or our company products or services.

This Training Manual Covers:

- **The #1 thing that separates highly successful entrepreneurs … from those struggling to just get by.**

- How to increase your income from $600 per week … to $600 *per day* … within the next 6 months. (Hint: If you hire someone else to do a task that makes you $10 per hour … then spend your time doing things that make you $30 per hour instead … you just doubled your hourly income)

- **The key to effective outsourcing (as long as you get this right, outsourcing will be painless and fun).**

- **Much, much more.** Everything you need to know to automate at least 70% of your business in 6 hours or less. Details below.

Introduction

It's everywhere. Almost every sales letter and tweet abounds with how you could be next. **You too could** quit the grind of a day job, **start a business** … and live the *ultimate lifestyle* … If you're like most aspiring entrepreneurs, you may be beginning to wonder if that's *really* even possible.

"Are they all just pulling my leg?"

Here's the scoop: It's true that a person *can* build an automated business. In fact, if you looked up the statistics, you'd find the majority of the world's richest people own businesses … that they personally spend very little time running themselves.

In the social circles of successful business owners … it's considered quite humorous that there is even a controversy over this topic. The question isn't *if* it's possible to own an automated business … but how you, personally, can build such a business. Here's where almost everyone gets it wrong:

They are under the impression that you simply start a business … work hard … and – eventually – it all just pays off. And this isn't entirely their fault. Unfortunately, it's become in-vogue to claim that "modern technology" will automate it all for you. Just push a few buttons and BAM!

It's true that order cart software, auto-responders, and CRM software automate a lot of your business for you. It is not enough, however, to build a fully-automated business on its own. Like almost everything in life, it isn't going to happen <u>unless you **make** it happen</u>.

The rest of this report is about how to take the deliberate steps required to build a real, automated business that funds your dream lifestyle. It isn't complicated. It doesn't require a college degree. It isn't rocket science …

and the pay-off is huge; it's life-changing. It will require *some* effort, yes. But it's more than worth it. Let's get started.

The difference that makes a difference

Make it your main focus each day … to *build* your business to be automated. Most entrepreneurs get "bogged down" in trivial, low-paying tasks. They are so swamped with $10-per-hour busy-work … that they are never able to focus on the higher-paying tasks that will free them and make them truly wealthy.

You only have so much time and energy each day. If you spend that time and energy doing $10 per hour tasks, don't be surprised if you get paid $10 per hour (whether from your business … or from an employer).

If you want to make $1,000 per hour, you'll need to do $1,000 per hour tasks. It really *is* that straight-forward. This is why the first step is to clear all the low-dollar-per-hour tasks off your plate. You *must* free some time and energy each day for making the big bucks instead.

Now, of course, you'll likely start with smaller steps. Outsource the $5 stuff … do $20 stuff instead. Later, trade the $20 work for the $100 per hour tasks. Over time, these incremental improvements add up big time. Eventually, you'll work your way up $1,000 or $10,000 per hour tasks.

It really *is* that simple.

To begin this journey, simply complete the following process once a week:

1. Once a week, look at your tasks you tend to complete each day. Write them down on paper.

2. Make a list of tasks that are either not making you *any* money (such as doing yard work) … or that are making you a low amount of money (such as fiddling with your website).

3. For each task you wrote down … if it is something you don't need to do … stop doing it.

4. If it's something you *do* need to do ... hire someone else to do it instead. As long as you spend the time you saved doing something that makes you more money, you are making a net gain in your income. For example …

   Many aspiring entrepreneurs spend hours and hours fiddling with technical errors on their website. They don't have a technical background … so it tends to drive them a bit bonkers trying to learn it all on their own. Not to mention it's time-consuming.

   On the other hand, they can pay a techie on Fiverr.com or oDesk.com $5-$20 to fix it in 20 minutes … and save themselves the 3 hours they would've spent on it.

   If you spend those 3 hours on $20 per hour tasks instead of $5 per hour website fiddling … you just made $45 more. Plus, you got to avoid the stress and agony of working out the issue yourself.

If you apply this process each week, you'll continually outsource a greater and greater % of your business. Eventually, you'll have everything it takes for the business to run itself … outsourced to others. You'll still want to do some minimal management to assure things are running smoothly … but for the most part, everything will be handled by others on your behalf.

It all starts with applying that simple process above each week. At first, you'll want to spend the time you save by hiring others … on higher-paying tasks … so you can grow your business faster. Once your business is making your desired level of income, however, you simply start taking the time off instead. Or, if you just love business and marketing like I do, you might start another business instead.

The weekly process above takes less than an hour to complete … and, in most cases, you can find people to help you with simple tasks in under 20 minutes. Given you do this for several weeks, you'll have automated most of your business in less than 6 hours total.

==**Work1099 Expert Tip:**== Also, keep in mind, you get good at the things you spend your time doing. If you get good at things that pay little (or nothing) … it's unlikely to ever make you wealthy.

If you get good at tasks that pay you a lot of money … you can get paid a lot of money.

If you want to own an automated business that sends paychecks to you, every week, for only a minimal effort … you'll want to get good at building that kind of business. It all starts with the process above.

The following are examples of low-paying tasks that you will want to start outsourcing as soon as you can.

- Raking leaves
- Doing the laundry
- Cleaning and sorting
- Running errands
- Building and fixing stuff on your website
- Making trips to the store
- Performing basic customer service
- Building websites

These and other low-paying tasks are often simple things. They are not hard to find someone to help you. Whether it's someone on Fiverr.com, a freelancer on oDesk.com, the neighbor kid who would love to shovel snow for you for $10, or a spouse who is glad to take care of the house so you can focus on making the big bucks.

The rest of this report will focus on the most important thing you'll need to understand … in order to outsource these tasks quickly and inexpensively.

The key to outsourcing effectively

The most important part of automating your business is knowing what to outsource next. The second most important part is being able to effectively outsource these tasks.

Here's what you need to know: Businesses that have documented a process will usually be able to outsource that process with minimum turbulence; you simply hand it to the person you hired and they get started.

The process you wrote down already explains what they need to do … and answers all of their questions before they even ask them.

On the other hand, businesses that have not documented their processes well, will usually struggle to make outsourcing profitable. This is because they have to personally manage the person they hired … instead of that person following a system that explains it all to them.

Now, of course, if you are hiring the neighbor kid to clean the snow off your driveway once a week, you can just tell him to clear the snow. If you are outsourcing a more complex task, however, knowing how to document a process is a life-saver.

How to document a process

Documenting a process is often straight-forward. Simply take out some paper or open a Microsoft Word document. Then, complete the process you want to document. As you do, write down each step that you take in the process. That's it.

Then, there's a few more simple things you'll want to add before handing it off to someone whom you hire.

Add quality control checks if needed

For simple tasks, just laying out the steps will get you the desired result. For example, if you are writing your Facebook updates in batch once a week … and hiring someone to post your Facebook updates each day for you … you could simply document how to login and do so. In most cases, this would get you the desired result just fine.

For a more complex task like writing an article or writing sales copy, you'll want to include additional steps where you ask them to double check the quality of their work. For example, when hiring someone to write sales copy, you may consider using the following step in the process:

"Look at the headline you've used. Now, think … if you put just that headline with a phone number beneath it … and ran it as an ad in a major

newspaper, would people still respond to it … even though there is no other body copy included?"

This is effective at getting the point across. The headline must be compelling. It also gives them a visceral way of grasping how compelling it must be … in order to meet your quality standards.

For more complex tasks, you *must* add quality control checks … in order to assure consistent quality of the results.

For any requirements or quality standards you have, add them to the process you documented. Also, tell them if it *does not* meet the requirement, they should go back and fix it until it *does* meet the requirement (without sounding abrasive).

Include any necessary training materials

For simple processes, the process you documented will be all the training anyone could need. For more complex processes, you may need to include training materials. The rule of thumb is this:

Evaluate what kind of person you want to hire. If you plan to hire someone who already understands the type of work they'll be doing (often at a higher cost), you may not need to include any training. If you're hiring someone who is not familiar with the work (often at a lower cost), you may consider including a training manual or training video. Whatever it takes to make sure they understand what they need to do.

Rewrite it for clarity

If the process is fuzzy and unclear, those whom you hire will be less likely to use it. Also, if any of the steps are unclear, they may be misunderstood … and you'll get the wrong results. For these reasons, it's critical that you rewrite the process you documented until it is *crystal* clear.

As you rewrite it, ask yourself: "Is this impossible to misunderstand?"

==Work1099 Expert Tip:== For even better results, also request that those you hire continually make improvements to the process as they use it. There

are often nuances that only the person using a process would pick up on. If you encourage them to do so, they will be more likely to make updates to the process as they notice possibilities. Over time, these small improvements add up to a significant productivity increase.

Your Next Action Steps:

- Do the first analysis of how you spend your time right now. When finished, you should end with a list of tasks you can outsource now.

- For each, task you will outsource, recognize if it is a once-off fix (such as fixing an error on your website) … or something you need done on an on-going basis (e.g. writing content for your website).

- If it's a longer-term affair, document the process and then hire someone to complete it for you on an on-going basis.

- If it's a quick thing to fix, look for someone who already knows how to fix it and hire them to do so.

- Repeat this process once a week. The cumulative results over time from doing this will be both far-reaching and profound.

Related Resources

- **Fiverr.com – this site is useful if you have a small problem that you want fixed quickly. The nature of how the site works makes it great for quickly finding someone who can help you with a specific problem.**

- oDesk.com – this website is great if you aren't just looking for a quick problem to be fixed … but want to hire someone to work for you on an on-going basis.

- **The book "The 80/20 Principle: The Secret to Achieving More with Less Paperback" by Richard Koch can help you gain a deeper understanding of what tasks you should outsource … what tasks you should quit doing … and what tasks you should focus on instead.**

This Step-By-Step Tutorial and Hundreds of Others Are Available For You Inside Work1099:

Click Here To Claim Your $5 Voucher

Special $5 Voucher For You Only – Please Do Not Share!