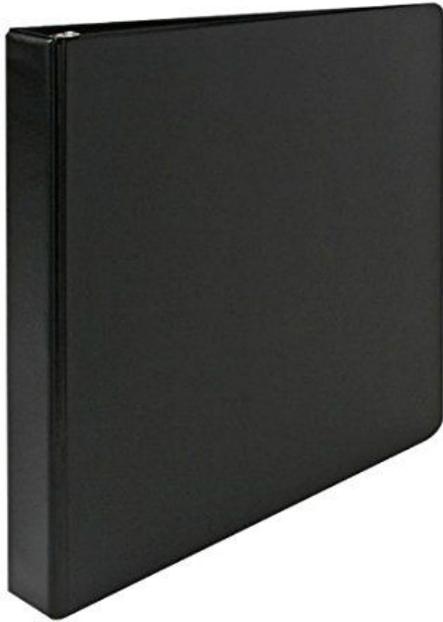


HOW TO CREATE YOUR **BUSINESS MANUAL**



A Business Manual is essentially the life of your business compartmentalized and completely organized. It's so effective, you can hire a temporary staff to manage day-to-day business operations, and not have to utter a single word about what to do and where to find things. Not just for business, I used this system to create my daughter's care plan for when I am away on vacation or traveling for work. It's that effective of a guide that can be incorporated in various aspects of your personal and professional life!

We're using the grade school system. Organizing our chapters in a handy three ring binder.



1. I recommend buying one that allows you to enter a sheet of paper on the cover. This way you can print out the title of the manual and place it front and center.
2. I also recommend you purchase binder dividers. I prefer the ones that you can label so that you can compartmentalize in alphabetical, color coded order.
3. Take a pen and paper and write (or use a computer to type) the various aspects of the subject. I strongly suggest you use my FREE [How To Focus + Achieve Your Goal Guide](#) to create a flowchart. This takes your process organization a step further.
4. Once you have created your organization draft, begin to type each compartment and it's various moving parts. Give yourself time to go back and edit, you may not remember everything in one sitting and that's OK. The beauty of doing this is, you won't need to remember once the guide is complete!
5. Really take your time here. As mentioned in step four, you may not remember everything all in one sitting. Give yourself a break to clear your mind and begin again when your brain is clear of clutter. This makes a huge difference for me and I think it will for you too.
6. When you have outlined all of the pages, give them a number that will be placed at the bottom right corner.
7. Now you can create a Table of Contents (this should always be the last step). Take the time to go through the pages, put the title on the left side of the page and the page number on the right.
8. Your business manual (or any other intended purpose) is complete! You are organized and anyone can follow along simply by using the Table of Contents as their guide!