

organizing

Women in Business Get Ready to be Prosperous



By Bobbi Hoffman, Organizing Consultant Clear the Way

The year is 2006 and there continues to be a rise in entrepreneurial women. There are many reasons for this shift. Perhaps your children are now full-time in school, the attraction of being successful and prosperous now consumes you or perhaps you have the

confidence to finally take that step into a new direction.

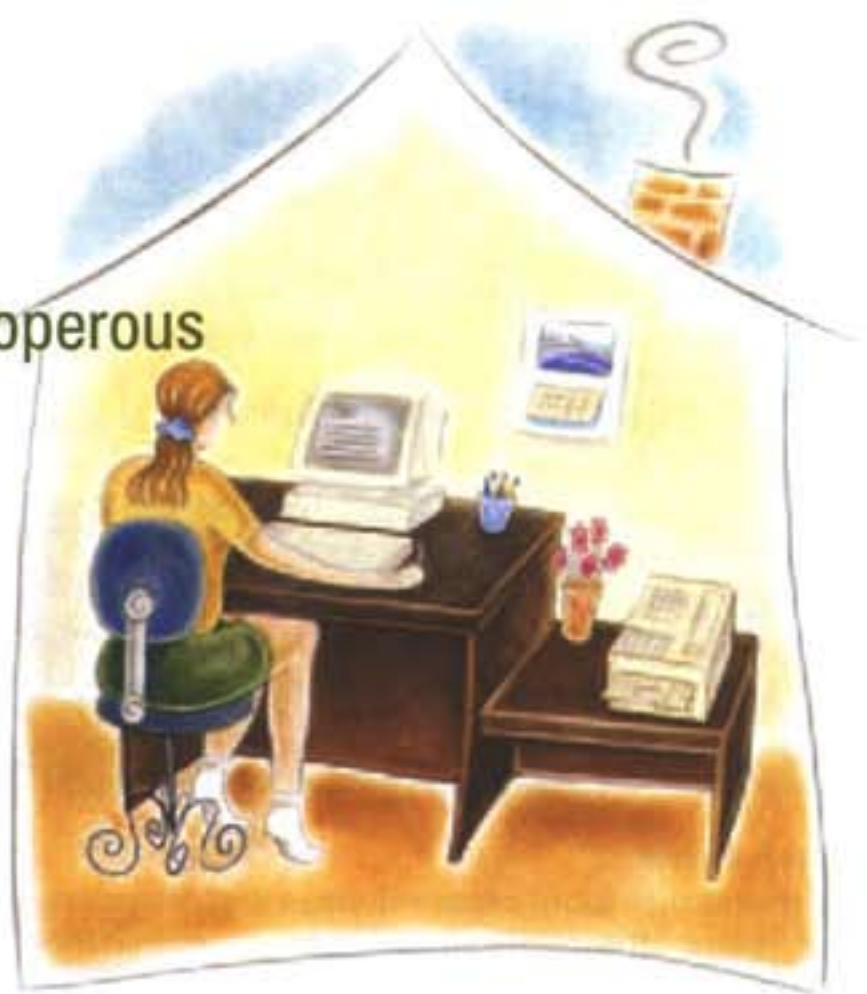
Well, I think it's awesome! With a strong support group, education and the expertise we have gained over the years, there is no reason why women cannot succeed in business.

As an Organizing Consultant, I have assisted many business people and I would like to give you some simple steps to make sure your business is ready for the growth you are anticipating.

It is imperative to have **Systems** in place when you start your business. All too often, the business starts to do well and there is no filing, accounts receivable, accounts payable or paper management systems in place. Next thing you know, you're swimming in paper and you're not receiving any money so the bills aren't getting paid.

Communication is key whether it is just you in the office or if you have employees. Be sure to schedule time into your week for a staff meeting. Go over where you are at, your goals and how you are going to reach them. From those meetings, be sure to keep a checklist so that you are constantly moving forward.

Taking time for **Administrative** duties is a must. All too often, we get consumed by meetings, providing sales and/or service to clients and personal life that the systems that you put into place are not effective. You should set aside a specific day and time to take care of business or your stress levels will continue to rise



because of all the papers and projects piling on your desk.

Networking with other business owners can be a very uplifting experience and a necessary step to meet the business people in your industry and/or community. It's about connecting with like-minded people that are interested in growth and maintaining their level of success. You may have to come out of your comfort zone to meet new people and tell them what you do, but you will be rewarded in many ways. There are many networking resources that you can become involved in. Ask colleagues or search online.

For business owners who are successful in all the areas above, congratulations! However, because of different personality types, there is usually one area that is not getting the attention it needs.

If you need a kick-start and would like some professional advice, I can be contacted at info@cleartheway.ca.

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