



TOP 10 TIPS - ENTREPRENEURS

You started a business because you have passion for the work you want to offer in the world. The growth of your business is simply a reflection of your own personal growth.

KEEP IT SIMPLE: Pick one tip for the month and make it your goal or practice.

1. **BE CENTERED & PRESENT:** Being centered starts with a daily practice to clear out your body and mind from all the clutter that builds up – clients, lists, ideas, and strategies. Next take time to “tune in” to your clients needs. Then throughout the day make it your practice on the phone, email or in person to give your full attention.
2. **HAVE A MASTER VISION & GOALS:** Create a strong vision for the year with clear & realistic goals. Make this visual, exciting and yet simple so that you can read it often. Our recommendation for the best way to get this done is the Ideal Life Vision, by Ann Webb. Her system makes it easy to create and then listen to every day told in your own voice. See www.ideallifevision.com/clearsimple.
3. **PAPER/COMMUNICATIONS/PROJECT ACTION SYSTEM:** Empower yourself by creating and utilizing a System. This is the number one form of stress. Have a place/container for Incoming, Read, Action, Projects, and Filing. Then choose a minimum of 3 hours each week to work on the action items. HINT: Make the files Vertical rather than Horizontal.
4. **HAVE A FINANCIAL PLAN & USE IT:** Just do it! Make a simple plan of what you want to happen, track what has happened, then check & adjust monthly. Treat your business as a business by looking at the numbers!
5. **PREPARE THE DAY BEFORE FOR A SMOOTH TOMORROW:** Find a time management tool and system that work for your personality. Honor the power of taking 30 minutes at the beginning of the day to identify the three most important things to accomplish that will create income for your business. Then enjoy the relief from taking 30 minutes at the end of the day to reassign “homes in time” for the leftovers.
6. **CREATE A STRONG CIRCLE OF SUPPORT:** An entrepreneur cannot *do it all!* We are not meant to. Create success by asking others for help who have already traveled the path. Get support. (See SCORE Program)
 - Coach | Mentor ■ Marketing Guide ■ Classes ■ Other Entrepreneurs ■ Networks
 - Financial or Legal Advisor ■ Bookkeeper ■ Accountant ■ Creative Circles & Peers
7. **WATCH FOR & ACT ON OPPORTUNITIES:** Your greatest marketing tool is your personal enthusiasm. Talk to anyone & everyone about your business and why you love it. Then take ACTION when the opportunity shows up!
8. **KEEP GROWING:** Your business grows when you do. Read a book every month that supports your learning. One of my all time favorites is “Growing Your Business,” by Mark LeBlanc. www.smallbusinesssuccess.com
9. **HAVE SYSTEMS:** Create Simple Systems to track your interactions with your clients, your communications, the “workings” of your business, your paper, tracking of your goals, etc. Our favorite system for tasks is *The One-minute To-Do List* by Michael Lininberger. You can get a free copy of his book here www.michaellinberger.com
10. **INTEGRITY IS KEY:** Your personal integrity is the essential foundation of your business!
 - Always speak highly of your clients & others ■ Be on time at all times, no excuses
 - Do what you say you will do ■ Practice what you preach ■ Look at the “mirrors”

Clear & SIMPLE offers Coaching, Training & Products for Getting Organized & Growing Your Business!

