7 Books to Read If You Want a Systematized Business That Runs Without You Successfully!

Does the idea of leaving your business to your employees for a couple of days make you feel nervous? Do you want to be confident that your business will run successfully without your supervision and even depart on an extended vacation? If you do, it's because your business isn't systematized and is unable to run smoothly without your constant involvement. Have you given on vacation but found yourself checking in on your employees throughout the vacation? They keep on reading!

Systematizing your business will enable you to release more control to your employees, give you the freedom you truly want and also make sure that you get your desired results from your employees at the time, even when you are not around.

This article reviews 7 books that will inspire, empower and enable you to move your business in the right direction towards systematizing it so that it runs without you successfully.

So here they are!

1. The 4-Hour Workweek: Escape 9-5, Live Anywhere, and Join the New Rich by Tim Ferriss

The four hour work week is a guide to achieve the ideal lifestyle you've always wanted. Tim uses "DEAL" as an acronym in the four main parts of the book.

D stands for Definitions: here you are taught how to define and figure out what you want, and how to focus that productivity by seeing past society's expectations.

E stands Elimination: Here you are strongly urged to change your time wisely by focusing on the very important tasks that yield maximum benefits and results.

A stands for Automation: here's about building an automatic and sustainable source of income that can be sold. This part of the acronym happens to be the core of the book since Automation is the focus. You are advised never to delegate tasks that can be automated.

The author cites an example of how he avoids having his time consumed by having to read and respond to emails by hiring someone to read and write his emails, make reservations, book FAQs, and automate his marketing to his audience to save email obligations.

L stands for Liberation: Here Tim teaches how the successful automation of your business can in turn lead to you being able to live your ideal lifestyle, work less hours and create the freedom to operate your business from anywhere in world.

(Link to the Four Hour Workweek book on Amazon)

2. The E-Myth Revisited: Why Most Small Businesses Don't Work and What to Do About It by Michael Gerber

This book mainly talks about the right approach to take for your business to thrive successfully without you. Gerber through his observations states that the numbers of small business owners who fail is very high because they are not systematized and they are not focused on working in your business, instead you have to start to work on your business. In the quote by Aldous Huxley to explain clearer: "They mistaken themselves with work so they won't see how they really are".

He identifies the Business Format Franchise as one of the processes of creating systems within your business. It is important to build a system dependent business, rather than a people dependent one. The core of this framework is that for the system to work, it has to be built and maintained by people who are not necessarily the people who created it. The system must be result oriented way is successful. Systematization of your business is the magic that you had to franchise your business. Having this in mind therefore means that you have got to begin to work at your business to prevent that more employees can be employed. Doing this means that there would be the freedom to vacation, someone who can stand in for you when it, and about of your business becomes unstable.

For further understanding, there is the story of Sarah a pie shop owner, who is faced with overwhelming demand for her pies and she wants to open a franchise. Sarah's business is the aspirational, despite working hard, the advice that it is very important to create systems and organizations that could create jobs for other people as well as free the business owner from the risk of overworking without creating tangible dividends.

(Link to the E-Myth book on Amazon)

3. Work the System: The Simple Mechanics of Making More and Working Less by Sam Carpenter

In this book, Sam gives you great insights through his personal experience of over business failure, running a telephone answering service provider called Centrast, a struggling company which he acquired. The book strongly advises you to know what you are doing so as to reduce your working hours and increase productivity. He shares a typical example of systematization of his business, Centrast, which was a company that was in a very competitive market and was being unable to settle powerful. However when the resource ring crisis he had started to slack and he felt the gap a year was held to his head, he decided it was time to make necessary changes or risk losing his mind and the company to failure.

Here is what he did:

- He reset his mind and the way he thought about his business by creating a Systems Mindset.
- He created a Business Operations Manual to document the processes in his business.
- After which he documented Working Procedures for each recurring tasks in his business so that his employees know step by how how to get them done correctly.
- Finally, he created Performance Improvement Processes and structures as they carried out their tasks which led to continuous improvement of the business systems.

Sam advises you to make your business systems visible to your employees, examine them, adjust them and make them better. Sam also emphasizes on the importance of having a Systems Mindset. We that he always derived because the new hot Extraordinary Systems being operated by Great People. Overall Sam shows you how to create a Systems Mindset Improvement is the key to the success of any business.

(Link to the Work The System book on Amazon)

4. Built to Sell: Creating a Business That Can Thrive Without You by John Warrillow

The ground this book covers is the same as Michael Gerber's E-myth, John is quite so unclearly in his approach to systematization of business which Gerber clearly shares in his book character called Alex and Ted to help you learn and understand how to systematize your business. John further warns about building a business that buyers wouldn't be confident in being. Tell-only three steps he likes an steps that would have made his business stable and run on autopilot.

The first one is by focusing on what your business does best and thinking on developing and encapturing that offering. Second is to always sell a product and not a service. The Third key is to sell the element of a bigger and better business that you can sell. John faults business that depend on the owner's personality because they can be the framework given in his book to systematize your entire business.

(Link to the Built To Sell book on Amazon)

5. The Checklist Manifesto: How to Get Things Right by Atul Gawande

Atul in this book identifies three types of problems that affects nearly everyone irrespective of their profession. He calls them the simple, complicated and complex types of problems. He teaches us the importance of using checklists to improve the results you can achieve in all types of complex things.

To simply honey the point, he uses the medical profession as a case study, as he talks about how a simple checklist prevents doctors checkmate the complexities they are faced with. He also uses the aviation and skyscraper construction industries to make his points clearer, as he points how improving or creating checklists can help get things right, and allow for easy communication that can help prepare ours for the unexpected.

He further states that a checklist is a good tool that can help your team work together and better to achieve better results. In the case of your business where the human mistake is inevitable, the checklist comes highly recommended.

(Link to the Checklist Manifesto book on Amazon)

6. Traction: Get a Grip on Your Business by Gino Wickman

The most important idea revealed by Gino in his book is that if you want your business to run smoothly and be successful, you need to implement a well-defined and well-executed Entire Operating System (EOS). There has to be uniform approach to how things are approached and you need to meet and set priorities, how employees are communicated to and how vision is set. He further breaks the EOS into six components namely: Vision, People, Data, Issues, Process, and Traction.

Wickman further presses that the EOS system helps to have a clear view of your business and its components. He uses a good example from the Schlecker Wealth Strategies (SWS). The company was having issues with its sales team, which was affecting its customer service and their reputation. It decided to bring in retailers. At the time the systems in place were already shaky and needed restructuring. However things became better when they decided to draw up a clear vision, set the right structure up, get the right people on board, and also streamline the processes.

Gino teaches that doing this gives you the ability to narrow your focus so you can dict and direct extensively with each component. Overall, the author advice is on the importance of working together with your team members from the day-to-day routine to critically self-out objectives, review systems and identify issues.

(Link to the Traction book on Amazon)

7. Get Your Business to Work! 7 Steps to Earning More, Working Less and Living the Life You Want by George Hedley

George Hedley shares experiences in business that he carries a 20,000 company to a $90 million company in seven years. He therefore teaches things to do, and what to do and when it comes to building a successful business. In this book he teaches simple business strategies and tips based on his own experience with his construction business. The 7 lessons he teaches are:

- Building an On-purpose on-target business.
- Building a Powerful Marketing Strategy.
- Building financial pricing and profit systems.
- Building operational systems.
- Building Powerful marketing and sales systems.
- Building people and leadership systems.
- Building equity and wealth systems.

Hedley emphasizes on the importance of a built into the business plan of your company. This is irrespective of whether you are a startup or an existing business owner.

He further states here the need to go beyond an organized system through the story of Karen who was a successful marketing and public relations company. Her business grew to the point where she was unable to handle the work. She therefore decided to hire an experienced manager and an inexperienced but enthusiastic one, and she succeeded to travel.

George advices you on the need to hire the experienced ones whose input will help free up your time so that you can focus on those things that give you the biggest returns.

(Link to the Get Your Business To Work book on Amazon)

Do You Want to Systematize Your Business so that It Runs Without You Successfully?

You can do it! Yourself, it would do you a world of good. The points and principles taught in these books can never be over emphasized, as these authors highly recommend that creating systems within your business is important. However, it is not easy to do it on your own, as principles be spread and taught to your employees to execute. These systems at the rudimentary level are made up of processes which in turn are made up of procedures which document step by step how repetitive tasks get done.

So if you want to reap all the dividends that come with business systematization, then you must start systematizing your business which means you must start documenting procedures for your business.

If you have decided to take this rewarding step for your business, it might interest you to know that there is a simpler and quicker way to start documenting procedures for your business. **Click Here To Signup for a FREE 14 Day Trial of SweetProcess** and let's get started.

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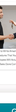
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