**Bookie Bits**

I’ve discovered books and blogs that have, in a single read, challenged my views, forced me to re-think our business, and shown me solutions and opportunities that I had completely missed before. Some of these are what one might consider ‘classics’ of business literature. The best⁠ and many others⁠ have nearly all read them.

You may have read some of these, but I hope that this post inspires you with even a single book or blog that you haven’t picked up yet.

**The E-Myth Revisited**, as the must-read classic on automation. In brief, it discusses how to create scalable businesses that are based on rules and not outstanding employees, and how to become an owner instead of constant micromanager.

Entrepreneurs need to have a definite idea about how scalable their business is. This is the factor that helps them to have a vision that is bigger than the current reality. Investors also consider the scalability factor seriously as they need to know if the business has the necessary growth potential. To quote, scalability is a company’s ability to grow without being hampered by its structure or available resources when faced with increased production. In other words, a business is ready to scale if it has a proven product and business model that allow it to grow through new geographies and markets. [LMNAs](lmnas.com) has one such model. [LMNAs](lmnas.com) focus on improving the profitability and efficiency of services even when its workload increases. The improvement of profitability and efficiency can only originate from the core of the business structure and workflow strategy. Scalability thus begins with developing a set of leaders who run the operations with the necessary technical know-how.

**The Effective Executive**, Drucker explains business effectiveness as a result of three core practices and suggests that effectiveness isn't only something that can be learned, it must be developed. There are three takeaways from this book.

**FIND OUT WHERE YOUR TIME GOES**

As an executive, your time is most precious and most sought-after. Colleagues, subordinates, and superiors all these people will vie for your time using favors, proposals, requests, questions, clarifications, and advice. It's up to you, therefore, to guard your time and allocate it selectively.

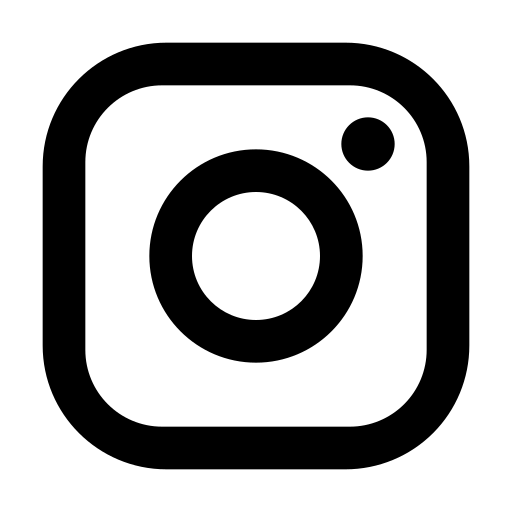
**FOCUS ON CONTRIBUTION**

Speaking of output, effective executives know to focus on contribution. Instead of concentrating solely on efforts, they are occupied with.

**PUT FIRST THINGS FIRST**

Any top performer knows that there will always be more tasks to do than there is enough time to do it all. The question, therefore, is, "Which areas deserve concentration in order to generate outstanding results?"

Want to put these takeaways into action? Check out Our social handles

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