**TBP 159 Edited v2\_Transcription**

[Daniel Hill] (0:05 - 21:29)

Welcome to the Blueprint Podcast. In these episodes, I'm going to share with you my life's work boiled down into simple blueprints that I used to build a 10 million pound portfolio and retire with financial independence at the age of 35. You can listen to these podcasts in any order, and I guarantee you that when you execute them in practice, you will see that success and failure are both very predictable.

Let's get into the next blueprint. Leave me alone. In this next Blueprint Podcast, I'm going to take you through the leave me alone blueprint.

This is SES management, it is the art of doing nothing and delegate everything, and it is the art of getting people to make sure they leave you alone. Ironically, it's not just you that wants to be left alone, your team wants to be left alone. And as a new age property entrepreneur, you want to have the blueprint to be able to control your business without being controlling.

This is what we're going to look at in this episode. As a new age property entrepreneur, you want to have a small team of less than 13 that are all generating over £100,000 on average per head. In this blueprint, I'm going to take you through the unique and proven SES blueprint to enable you to do this in practice.

If you don't have a solid management structure, framework, system that enables you to operate your team and your businesses, you will constantly be running around, chasing your team members, looking over their shoulder, interfering with their work, and they will constantly feel interfered with, interrupted, anxious, and not know what they're supposed to do at any given time. And in this blueprint, I'm going to show you how to overcome both of those. So you only need to speak to your team formally once on a weekly basis, once on a monthly basis.

And within that, you can have all of the resources and direction and structure formalized so that you know exactly what you need from each team member. They know exactly what's expected of them. And then you have a very straightforward framework and structure and blueprint which enables them to do what they need to do.

And you get exactly what you want. Everybody has a good time and the results are inevitable. So as we go into this, what I want to do is start you to think about approaching your, as a new age property entrepreneur, you want to have a small team and you really do need to understand that if you approach your business like a business, it will pay you like a business.

Whereas if you treat it like a group of mates or a hobby, then it will have the same challenges and it will pay you as if it were a hobby. The SCS Management Blueprint is the step change between the two, because although you might only have a small team, you need to have the same benefits, leverage, and blueprints of a larger organization. I use this blueprint, I've used this blueprint in the businesses or the lines of reporting where I only have one team member.

I've also used this blueprint to run teams of 10, 20, even 40 plus people around the country using exactly the same blueprint. So this is the SCS Management Blueprint. This is the only management structure you need to get high performance from your team and control your organization without being controlling.

And it's very, very straightforward. There's only three steps to it. So SCS stands for Setup, Check In, and Sign Off.

They are the three steps to SCS Management. When we're looking at the frequency of using this, it depends who you're working with. So if it's a brand new person, you might use SCS Management on a daily or even hourly basis.

If it's a project manager or a senior team member, it may be something you use on a weekly or a monthly basis. What we're going to do is have three touch points at a set frequency, which could be daily, weekly, or in some cases, it may even be like the companies where I sit on a board for. So a new team member, you would do this probably on a daily basis, SCS, with your senior team or your direct reporting team, it would probably be used on a weekly basis.

And then if you're a non-exec or a chairman, you would probably use this with the support of your EA on a monthly basis. So the three touch points, the three steps is Setup, Check In, and Sign Off. On a daily basis, the Setup would be at say 9am, quarter to 9, whatever time you start the day.

Check In would probably be before or after lunch, and then Sign Off would be at the end of the day. If you're doing it weekly, you'll probably have a weekly Setup, which you may do over the phone or over Zoom or in person in the office with your team once a week, face to face. Check In might be done remotely.

It might be done via WhatsApp. It might be done via a shared system like a SANA or Google document or WhatsApp messages or a Zoom call meeting in person, again, depending who they are and what the frequency is. And then the Sign Off would be done, again, by either of those platforms, either on the phone, on WhatsApp, via a system or a document, or in person if you're meeting in the office, et cetera like that.

So I'm going to take you through the three steps, and this is genuinely all you need to enable you to control your business without being controlling, work from anywhere in the world, because as a new age property entrepreneur, you want to be mobile, you want to be independent, you want to be autonomous. In order to have those things, you need to be able to give your team a similar framework to work with. They need to be very clear on what they're going to do.

They need to have a very clear direction on what needs doing. They're going to need to know when, if they need to, they're going to have the opportunity to speak to you, and they're going to need to have the structure in place to hold them accountable and make sure they actually deliver when you've got the autonomy of not being contacted, you leave them alone, they leave you alone, but the results at the end of it come out crystal clear. So setup is the first step.

What this is, is getting together at a suitable time and putting together the setup for let's use, let's not use daily or monthly, let's use weekly, because this is the one you'll use week in, week out. I've used this for over a decade, week in, week out to manage your team. So the setup is step one.

And what I do, I actually do mine on a Tuesday, which is you might want to set up on a Monday, Wednesday, check in, sign off Friday would seem logical. I have a very small team now. And for one of two reasons.

One, I have a very small team. There's only three people. The report to me on a weekly report directly to me on a weekly basis.

So I actually do mine on a Tuesday. The reason for that is twofold. One is Mondays.

I tend to have off the grid. I'm in the studio today. It's Monday to ensure these episodes come out for you every week without fail on the following Tuesday.

So the studio have a week to turn them, turn them around. And second is I tend to be off the grid. And the second is because we have a small team and they have their own teams, I normally like to give them Monday to play catch up, catch up on things from the weekend, meet with their team, do their setup for the week, get any questions together.

And then I do their setup on a Tuesday. So because I'm remote. So yesterday I was in Tenerife.

Today I'm in Nottingham. Tomorrow I have no idea where I am. Wednesday I'm in Birmingham.

I work from anywhere. I do my weekly meetings on Zoom. So I do the setup meetings on Zoom.

They take between 30 and 90 minutes, depending who they are. And that's the setup meeting on a Tuesday to discuss what the plan is for this week. So that's the week then set out.

And what we do is we talk about all the different things going on in the business. So if it's, for example, a portfolio building company or property development company, you would probably have your agenda organized by site. So you go through this site, site one, site two, site three.

You then might go through some day to day stuff and then perhaps some PDP, professional development plan, things like that at the end. Potentially you would have a set agenda for other businesses. It might be by department or project.

So it might be by MSOF, marketing, sales, operations and finance. If it's with your senior team or someone who's your senior team or your managers. Or it might be, for example, by project.

So you might have a sales campaign for a business. You go through the projects that you're running for an annual event. It might then be repeat work that's done generally day to day on a monthly basis.

And then it might be quick fire questions, general to do list at the end. What you do is you have your setup and you work through the agenda. And what's really important here is that you explore every point and you write down everything that's agreed.

So I've agreed this. This is the task that needs to be done. Whatever it is, liaise with design team to launch sales page.

Then bullet points underneath what needs to be included. Discount codes, design, 100% money back guarantee, etc, etc, etc. And then deadline.

What is the deadline for the design team to work to? What's the deadline for the web team to work to? And what's the deadline for us to have this complete?

And what you'll get. So you write it all down and what you'll get is a clear list of expectations. And this is one of the top tips at the end.

You get a clear list of expectations that your team need to follow. And then what we do is we record that and it needs to be shared and submitted. So you could do it on an email.

You record on an email, send it. Say, right. Thank you for your time.

This is the meeting. This is good meeting practice anyway, taking minutes. This is what we discussed.

This is what we've agreed. Here it is in writing. If there's anything that's missing or misunderstood or misinterpreted, please let me know by return now.

If not, I will see you. I'll speak to you on Wednesday for your check-in. Or it depends how you facilitate this.

But Tuesday would then be my setup. Because I've got a senior team, I tend not to have a formal check-in midweek. These are people who are basically running the company for me.

The check-in is if they have any issues or questions between Tuesday and Friday, which or in fact Tuesday and the following Tuesday for me, they would come to me. But the basis of that is that they're very few and far between. It would be very rare to get a message every day.

It's a very, very low frequency of communication. And then the sign up, so the check-in would be in the middle. And then the sign off would be at the end.

Jumping in quickly with two very exciting opportunities for you. The first is after the success of last year's VIP WhatsApp groups through the month of July 2023, we have reopened them for a limited period. Each group is capped at 20 people, gives you the unique opportunity to network with other high performing entrepreneurs in the UK.

You'll get VIP discounts to our summer training events. And every week you'll be invited to a private one to one mentoring zoom call where I'll be supporting you personally on your businesses, investments and wealth creation to get you up to being a seven figure entrepreneur with six figure income. If you want to join message VIP access to the number that's in the show notes.

The second is our annual three day events are now live. If you'd like to have free content through these podcasts, imagine how good our paid training is. If you want to learn the entire property entrepreneur blueprint from start to finish in a five star resort with some of the UK's leading property entrepreneurs over three days, go to www.donttalktotenants.co.uk and see which of the two dates is going to be best for you. Back to the podcast. So let's flip it back to your team and say, right, you're going to do yours on a Monday setup. You record it.

It's all written down and you sign it off. I used to do this on Google calendars, so I'd have a Google calendar note. They would be added to it, record it, end of the meeting, press save.

It would send it to both parties, date stamped, recorded. That's what's been agreed. Wednesday I would then have a check in.

So I would either get the team to add comments of where they are, where they're up to, or I would have a meeting with them or speak to them, ask them for a brief update via WhatsApp. And the two, there's only really two things you're looking at at a check in. The first is progress to date.

Have they, how well have they progressed to date and are they on target to hit it on Friday? So one is progress. How well have they progressed it?

And the second is support. Have they got any challenges? Have they got any issues?

Do they need to ask any questions? This one dedicated time on Wednesday is when they come to you with it. So, for example, my senior team that report to me, their teams under them would be managed by SES because leave me alone, leave you alone.

Everyone needs to be autonomous. Monday set up, check, then come and see me on Wednesday. If you need any support, accountability, check the progress, have the check in.

And then Friday, deadlines get things done. If you didn't listen to the podcast a couple of episodes ago, go and listen to that. Deadlines get things done.

And if they know the deadline is going to be on Friday, then they will be sitting there in the meeting with you, reviewing all of the things that have been agreed for the week, all of the deadlines that were detailed and then saying, one, I've got it done and you can congratulate them or two, unfortunately, I didn't get it done. And then you can have a conversation to explore why that is, et cetera, et cetera. With these three milestones in place, what you'll do is.

All of your team will have their expectations really well managed, so they'll know, they'll just know when, what, how the business works. And initially this might feel lumpy, it might feel clunky, but your team will come to absolutely love it because they know when they're meeting to set up, they know when they're meeting to check in, they know when they're meeting to sign off. One, it gives them autonomy, it gives them clarity so they know what to do.

Most people want to do a good job. That gives them absolute clarity as to what they've got to do for the week. Two, is it stops you from then interfering with their week.

Because if you have a task that comes up between those three meetings, you don't add it to the list. Sorry, you don't message them. You don't turn up at their desk.

You don't say, email them, say I've had this great idea. You only speak to them on a Monday to set them up. You then check in on a Wednesday, sign off on a Friday, then you set them up again on the Monday.

So they know explicitly what's expected of them. They have the autonomy and freedom to go and get on with it without you interfering, leaning over their shoulder, changing direction, checking in whenever you want. Gives a real good solid structure and it gives them the accountability to make sure they get it done.

Deadlines, get things done, clear expectations, deadlines, get things done. Monday set up, Wednesday check in and Friday sign off and on the sign off, congratulate or challenge. And that's it.

Really straightforward. You can run it through all levels of your organization. My senior team reports to me with that.

They then manage their managers and their teams with that. Their managers and teams will then manage their suppliers, their team members, their clients with that. And it just gives you this huge framework and structure where everybody knows where they stand.

It's really straightforward. It's really simple. And you can spend your time working on high value tasks, knowing your team are being effective, having control over the business without being controlling.

And as a new age property entrepreneur, have the freedom to do what you want to do, what you need to do and when you when you need to do it. Few top tips to finish. The first is this is all about control without controlling.

If you think control over your team is constantly being there, watching them, what they're doing, looking over their shoulder, interfering with them, getting them excited about new ideas, which you find exciting, but not them, you're completely missing the point. But you want to have control by clarity and then you don't have to be controlling. It's explicitly clear what needs to be done.

And as long as you've got the right people who execute against what's been agreed, you won't have any problems. So control without controlling is the objective. Second top tip is all of this.

So high performance management is all about clear expectations and challenging conversations. That's literally it. Clear expectations.

What do you expect from me? When do you expect it? What's the deadlines?

When can I speak to you if I need help? When are you going to check in to meet to make sure it's done? And then challenging conversations.

It's Wednesday. You haven't even started this task. You won't have it done by Friday unless you start now.

Support. Why have you not managed to progress this yet? Oh, unfortunately, I've got a problem on this other site, which I could really do with your help with.

We can get that sorted. Then I'll move on to this new site. Excellent.

So clear expectations and then challenging conversations. Do they have what they need and are they delivering? Third is the more you put in, the more you'll get out.

So if you want to get to a point where you're genuinely only spending maybe an hour, 90 minutes, maximum two hours in meetings with your senior team each week and off of the back of that one hour, you're getting four, 25, 30, 40, 45 hours of high productive, accountable, focused work out of that. The more you put in, the more you'll get out. This isn't something you want to do on the fly.

It's not something you want to try and do half hash while you're running down the street on the way to a meeting. It's dedicated time for you and your team to be together. Do the set up, do the check in, do the sign off, do it once, do it properly and you will get a huge return on it.

And then finally is a new age property entrepreneur. So if you are a new age property entrepreneur and you're genuinely running a small team of high performance individuals from anywhere in the country or even the world, it's probably unlikely you'll do this face to face. So what I do is monthly, because I'm here, there and everywhere, weekly, I do all of them on Zoom, but then monthly, once a month, I travel down to Nottingham where the head office is and I'll do all of my monthly meetings with the senior team face to face.

So we're doing it face to face, we're spending some time together, we're doing a really nice coffee shop, we have breakfast, we have lunch, we have drinks and it's just really making a, obviously only one meeting at a time, but I'm there for the whole day pretty much, or I'm there from breakfast to lunch. And it's just spending some time with them, going down, making the effort to come down and see them, seeing them face to face. You know, you can maintain that connection and relationship and it just works really, really well.

And then the rest of the month they can run the businesses, I can go and continue creating the runway for us to move forward. And thankfully, the outcome is reasonably inevitable. So that is the leave me alone blueprint.

This is the SCS management blueprint. It's all you need, whether you've got a team of one or a team of 40, I would say get this into place now, put it into action. If you're coming on one of our three day events, you'll get this, the wider leadership management and culture club blueprints that we use for all of our organizations, all of the teams.

But this one is something you can put into place straight away today. Get it into action, get the rhythm into your business, that drumbeat, so everyone knows where they stand, what they're doing and how they're going to be managed. And I guarantee you success and failure will be far more predictable once you have this blueprint in place.

Thank you for joining us for another episode of the Blueprint Podcast. These are released every Tuesday and I do not want you to miss these blueprints. It's my life's work boiled down into simple, easy to use and free blueprints that you can get every Tuesday.

Do not miss another episode, so click subscribe, click like, share these blueprints and I look forward to seeing you on the next episode. If you're interested in any of our events and trainings, we run them once a year through the spring and the summer. Go to www.property-entrepreneur.co.uk and join us at one of our three day blueprint events at the Belfie Golf and Spa Resort. I'll see you on the next episode.