



A Simple System That Will Have Your Accountant Rejoicing

I think we can all agree that when systems are broken, they can be our biggest frustrations. If your computer system has ever crashed, then you know what I mean. Without systems or limited systems, you are likely working much harder than you need to.



A system doesn't have to involve machines to work. A simple manual system, like this one I mention in my video, creates efficiencies. I used to place receipts everywhere. No surprise that I often misplaced them.

To make things easier for my Accountant, I devised a system. At the beginning of the year, I have one expandable folder with expense folders for each month. Each week, I place all of my receipts that have been shoved in my purse, pockets and my car's coin receptacle, in its folder so it can be handed off and entered into the accounting system. Now, all of the receipts are accounted for.

The same system can be used for other parts of your business when more than one person needs to handle various parts of the process. This simple system works like a charm for my clients, too.

Systems thinking is a state of mind. Once you have this state of mind, you realize how each part of your business flows into the other and identify ways to create efficiencies.

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