

# Building Your Operations Manual

**List the functions in your business and who could delegate them to (if appropriate)?**

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**What processes are in place and functioning properly?**

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**What processes are in need of the most immediate repair?**

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**List who you will hold accountable while implementing these new processes?**

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**Are you expecting push-back against their new roles? What can you do to combat this pushback?**

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**What are you willing to do to make sure training is in place so that they don't need to be micro-managed?**

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**How will you train and equip these people for their new roles?**

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**What supervisory roles are you willing to delegate? What do you want to hold on to?**

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**How will you resist falling back into old habits (because they are quicker or easier)?**

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**In a perfect world what does the end product look like?**

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**What systems tools or technology do you need to implement to make the system work?**

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