

# Guide to Getting Organized & Growing a Successful Business

## 1. Get Control of the Basics (Foundation) If these aren't solid, everything else feels harder.

### Know Your Numbers

- Monthly revenue
- Monthly expenses
- Profit (what's left after everything is paid)
- Average job profit (not just total sales)
- Review numbers once a week. Even 15 minutes matters.

### Separate Business & Personal

- Separate bank account
  - Separate credit/debit card
  - Pay yourself intentionally (not randomly)
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## 2. Simplify Your Operations (Less Chaos) Organization reduces stress and mistakes.

### Standardize Your Work

- Written process for:
  - Taking calls
  - Quoting jobs
  - Doing the work
  - Invoicing & collecting payment
- Checklists beat memory.

### Use Simple Tools

- Job management software (or even a shared spreadsheet)
  - Calendar with blocked time (jobs, admin, rest)
  - One place for customer info (not texts + notes + memory)
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## 3. Time = Money (Protect It) Being busy does not equal being profitable.

### Plan Your Week

- Schedule:
  - Jobs & Estimates
  - Admin work
  - Follow-ups
- Don't let everything be "urgent."

### Stop Doing Everything Yourself

- If someone else can do it 70% as well as you, train them. Your time is best spent on:
  - High-value work, Sales, and Leadership

*\*If this was helpful, it's just the beginning. You can purchase the full guide with all seven steps along with a weekly checklist to help you stay on track. In steps 4-7 learn more about **"Pricing for Profit", "Build Trust & Get More Work", "Work On the Business, Not Just In It", and "Measure What Matters"**. Most education guides and programs require a monthly fee or a long-term commitment or charge outrageous fees for textbooks and materials. Not us. We know you're busy and don't have time to read a bunch of info that doesn't pertain to you. We won't ask you to attend a weekly course or commit to an ongoing process. Just follow this link to buy your guide and we will send it out to you with no strings attached. [Blue Collar Support Services Full Guide to growing a successful business with weekly checklist - Editor - Webador](#)*