

Week 37 Focus – Building Your Team

Focus Question: What are the roles that are going to help you as a business? What are the roles that are non-negotiable? What else is going to help your team?

DESCRIPTION

There are many elements which make teams work. We often call this team effectiveness. From leveraging your people's strengths to the Six Factors, team development is process which occurs over time. Many of the topics we explored earlier in this series (i.e. values, strengths, vision) can also be applied to your team. Take a look back at some of the earlier sessions.

We know that teams excel when they have clarity around both the results they are working on, in addition to having strong relationships. In future weeks we will be exploring additional areas.

As a starting point, consider:

- If you had the funds and the time, who could be a valuable asset to your team? What are the areas that you would like covered in your business? Business team members can come in all shapes – from virtual assistants to full time staff that work with you.
- Some of the members that you might want to have on your team include an accountant, a legal professional, a content creator, an instructional designer, videographer or photographer, an accountant, a virtual assistant.
- Many virtual businesses start first with a VA and see how that goes. Some of the areas that are supported by virtual assistants include social media posts, graphic design, customer service, accounting and payments.
- Who is needed when?
- What are the tasks not necessarily done by you?
- Make a list of all the things you have been involved with recently or have on your list. Are there any things which could be done by others?

In next week's post we'll look at the process of on-boarding, or what is useful to explore as you orient people to your organization and their role. Stay tuned!

ACTIVITY


Return to your vision and think about WHO you need to help you grow your business.

On an immediate level, make a list of all the things you have been involved with recently or have on your list. Are there any things which could be done by others?

CONNECTION TO THE WORKBOOK AND PLANNER

Check out the Time Management and Personal Productivity sections. These will be useful in exploring what tasks you are doing and where they are in terms of urgency and importance. As your business grows you will want to consider what tasks could be delegated to others. This will be a signal of the types of work which could be handed over to part-time or full-time staff.

Use the chart connected to the 4D model to capture the tasks required by others. This can be found on page 120 of the Coaching Business Builder and page 122 of PlanDoTrack.



**"You don't build a business, you build people, then people build the business."
-Zig Ziglar**