

# Why You Need an Online Business Manager

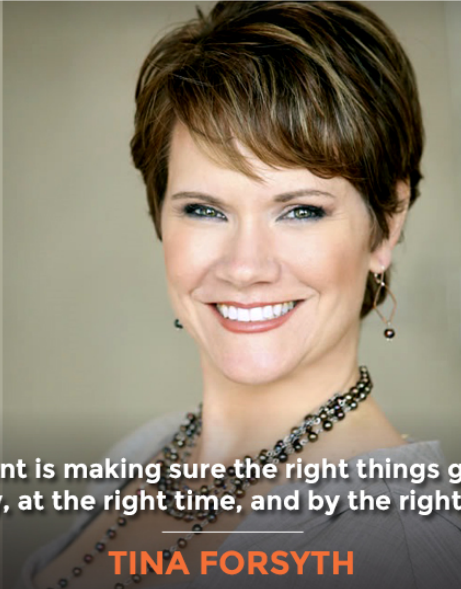
## 10 Point Checklist

**Tina Forsyth**

Want to gain as much knowledge as possible out of Marketing Speak?  
Read on below for a **10 point checklist** that gives the next, real steps  
you can take to elevate your marketing to the next level.

**MARKETING SPEAK** 

HOSTED BY **STEPHAN SPENCER**



"Management is making sure the right things get done the right way, at the right time, and by the right people."

**TINA FORSYTH**

# 10 STEPS YOU CAN TAKE TODAY

**Want to step up your marketing game?**

**Here are 10 steps that can move you closer to your goals – today.**

- Be a good leader. Own the responsibility of managing a team. Take the job seriously and make it my goal to lead a happy and productive team.
- Stay organized. Keep on top of schedules and priorities to stay productive. Utilize productivity methods and apps that can help me keep track of my team's tasks.
- Meet the given deadlines. Determine my team's capabilities and capacity to provide a detailed and reasonable timeline for when a project can be completed.
- Set up systems and business models that will boost the team's productivity. Make sure to document these processes for efficiency when handing over tasks and in training.
- Choose the right clients who share the same values I do. Working with like-minded individuals will establish a great rapport.
- Establish open communication between clients and team members. Transparency is an excellent factor in building trust among my peers.
- Be a team player. Teamwork builds morale. Let the team members feel valued by acknowledging their strengths and motivating them to keep improving their craft.
- Learn the art of delegation. As a manager, it should be my responsibility to make sure my team members are producing results.
- Lead by example. Actions speak louder than words. I can translate my intentions better by doing what I say.
- Visit [Tina Forsyth's website](#) to access more information about her training, books, and services.