

Stress-Free Automation

10 Point Checklist

James Schramko

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**



"The big secret about an online business is how much of it is offline. It's the personal connections that have helped me grow my business."

JAMES SCHRAMKO

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.

- ☐ Create a list of tasks you have been putting off or haven't had time for. Then, the things that are the least important, toss.
- ☐ Start delegating! Find websites where you can post job ads for assistants in the Philippines. Create an engaging ad that tells your potential new employees what you need.
- ☐ Get organized. Set up a project management system like Trello or Basecamp to keep track of your tasks, notes, and statuses-you'll never wonder what is going on with a task again.
- ☐ Start using KPIs. What do you spend the most time doing? Consider the amount of time you spend on tasks about how much progress you are actually making on those projects. Is your time being used well?
- ☐ What part of your business could be automated? Come up with a monthly subscription plan for your business to feel more secure.
- ☐ Make face-to-face time a priority with your employees; they will appreciate your time and perform better even if it's not often.
- ☐ Create systems and checklists that put all your operating structures in place so that onboarding a new employee is a smooth process.
- ☐ Create days specific to certain tasks, like days for taking calls or being productive.
- ☐ Subscribe to the inbox zero method: clear your inbox from emails that demand your attention and prevent you from doing your best work.
- ☐ Get a travel agent! They take care of the headache of travel planning for free.