CLOCKWOR **QUICK·START·GUIDE**

This Quick Start Guide outlines the simple process to make an autonomous business a reality, giving the entrepreneur the freedom to do what they want, when they want in both their life and their work. For the full indepth process please refer to the book, Clockwork by Mike Michalowicz.



ANALYZE YOUR COMPANY'S TIME

- Conduct <u>Time Analysis</u> for each employee.
- Categorize work type for each analysis.
- O Calculate current 4D mix.
- Allocate minimally, 1% of the entrepreneurs time to DESIGN work, every week.



DECLARE YOUR COMPANY'S QUEEN BEE ROLE

 Identify what makes your business distinct from the competition (this is your "brand promise").





POSITION YOUR COMPANY TO PROTECT AND SERVE THE QBR



- Educate your team on the QBR.
- Clearly identify the individuals and/or resources serving the company QBR.
- Trash/Transfer/Trim to alleviate distraction from QBR, and move work to appropriate skill levels.

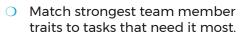


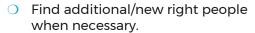
CAPTURE SYSTEMS AND APPLY THE TRASH/TRANSFER/ TRIM METHOD

- Use capture processes to collect all company systems.
- Use <u>recording tools</u> to capture work as it is done.



BALANCE YOUR TEAM





O Constantly seek and resolve new bottlenecks in the ACDC model.



DIRECT YOUR OFFERING TO A COMMUNITY



- Identify the customer base who is best served by your QBR (remember to align with your QBR, instead of pivoting alone).
- Constantly amplify and improve your "brand promise", which is served by your QBR.



DECLARE THE Y WEEK VACATION

- O Remove owner(s) from business to break dependency of the business on the owners.
- Use smaller vacations throughout your year to test + improve along the way to your ultimate 4 week vacation.
- Analyze and resolve failure points. Test again with subsequent 4 week vacations.
- You've achieved a **CLOCKWORK BUSINESS**







