

# SYSTEMS BLUEPRINT

We provide outsourced business support systems that improves efficiency and productivity.

- ✓ BOOKKEEPING & PAYROLL SERVICES
- ✓ DIGITAL AND WEB DESIGN
- ✓ ADMINISTRATIVE SUPPORT

**Flexi-Tribe the one tool missing from your belt.**



# WHY ADMINISTRATIVE SUPPORT MATTERS?

## WHEN YOU **DONT** HAVE SYSTEMS OR ADMIN SUPPORT:

- ✗ You have a never ending task list
- ✗ Important actions can slip through the cracks
- ✗ It becomes hard to keep control of paperwork
- ✗ Quotes and payments don't occur on time
- ✗ You have more stress and less freedom as your business grows

## WHEN YOU **DO** HAVE ADMINISTRATIVE SUPPORT:

- ✓ Your business runs on autopilot
- ✓ Jobs run smoothly and efficiently
- ✓ Compliance is effectively managed
- ✓ You can focus on bringing in revenue
- ✓ Clients are happier

# HOW TO USE THE SYSTEMS BLUEPRINT?

The Systems Blueprint provides direction to start systemising your business.

## STEP 01

Print the Blueprint and keep it in the workplace or saved to your devices!

## STEP 02

Begin where it says “Start Here” and choose the most relevant path. Follow the arrows through each stage of the job process .

## STEP 03

At each stage of the job process, try to set up all the systems required for that stage so that everything flows smoothly towards the next stage.

### TIPS & TRICKS TO MAKE BUILDING SYSTEMS EASIER

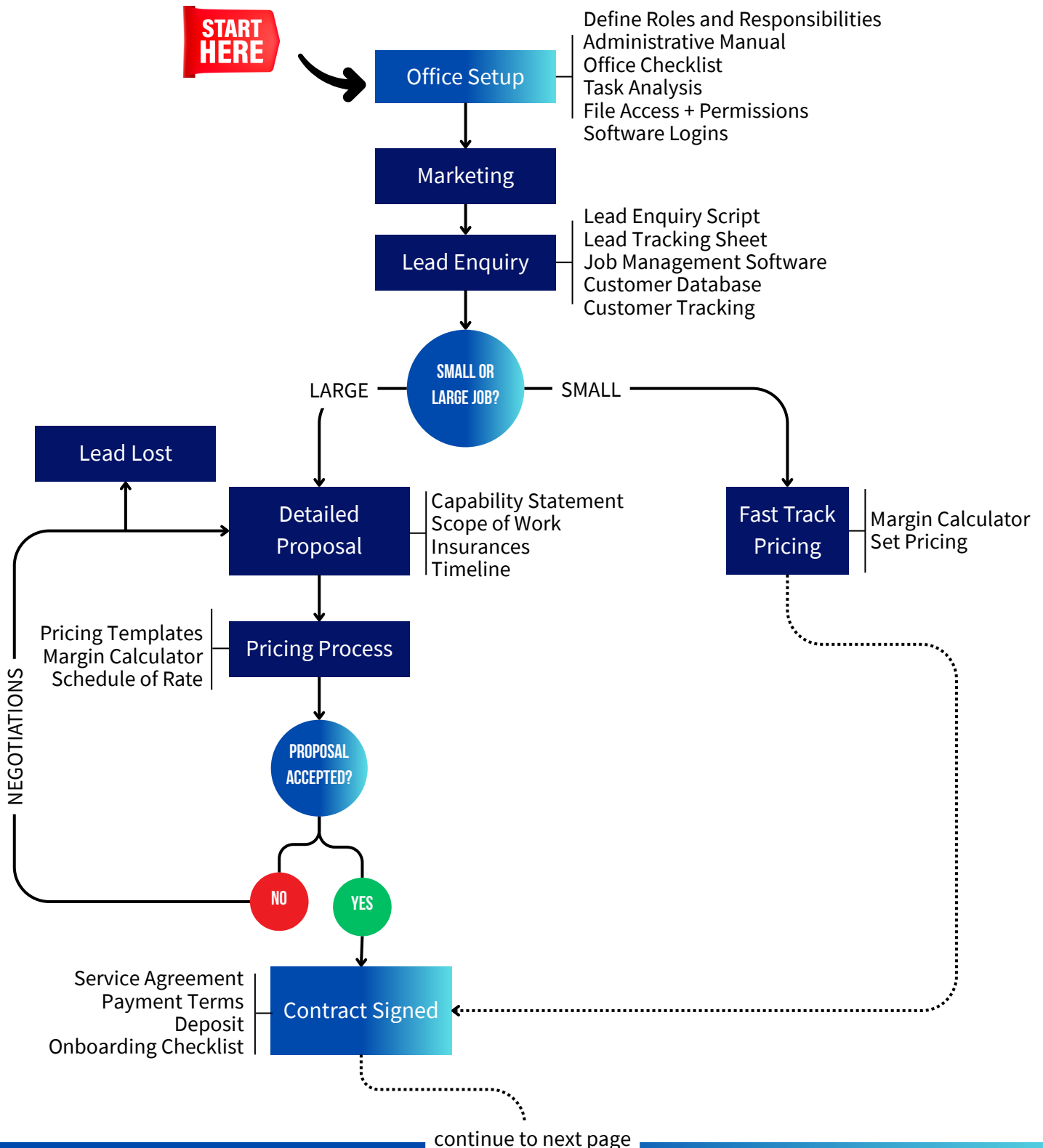
- 01.** Don't set up all the systems at once! Instead, apply 'The 80/20 Rule': Pick 20% of the systems you need the most, list them in order of priority, then work on creating one urgent system per week. In 90 days, you'll have solved 80% of your headaches.
- 02.** Use technology to make systemizing easy. There are loads of free apps and software (with pre-built templates) you can create and document your systems with. E.g. Enter them on Microsoft Docs, film yourself explaining a system and upload to Loom or Zoom to record screen walkthroughs. Store it on One Drive or Google Drive.
- 03.** Store everything in the cloud and your team can access systems anywhere, anytime and without excuses.
- 04.** Get your team involved! Delegate the creation of systems to your team members. Get them to write a first draft, then you can adjust and finalise it. It will get your team more invested and free up your time.
- 05.** Continually revise and update your systems. There's always room for improvement.
- 06.** Use lots of photos, videos, and screen recordings. Keep it simple.

# THE FLEXI-TRIBE

## ADMINISTRATIVE FLOW

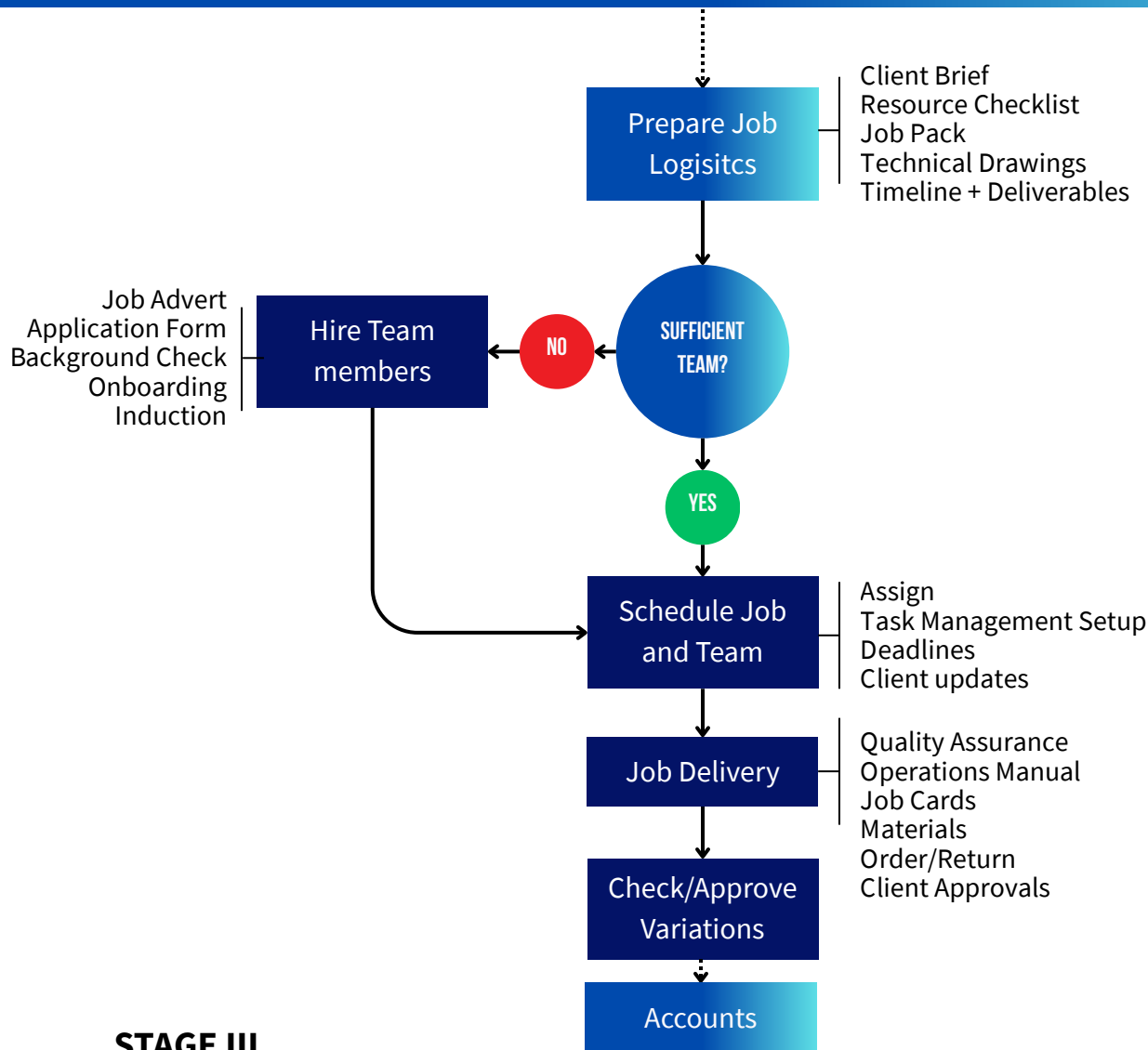
We help you connect the dots so everything runs like it should.

### STAGE I

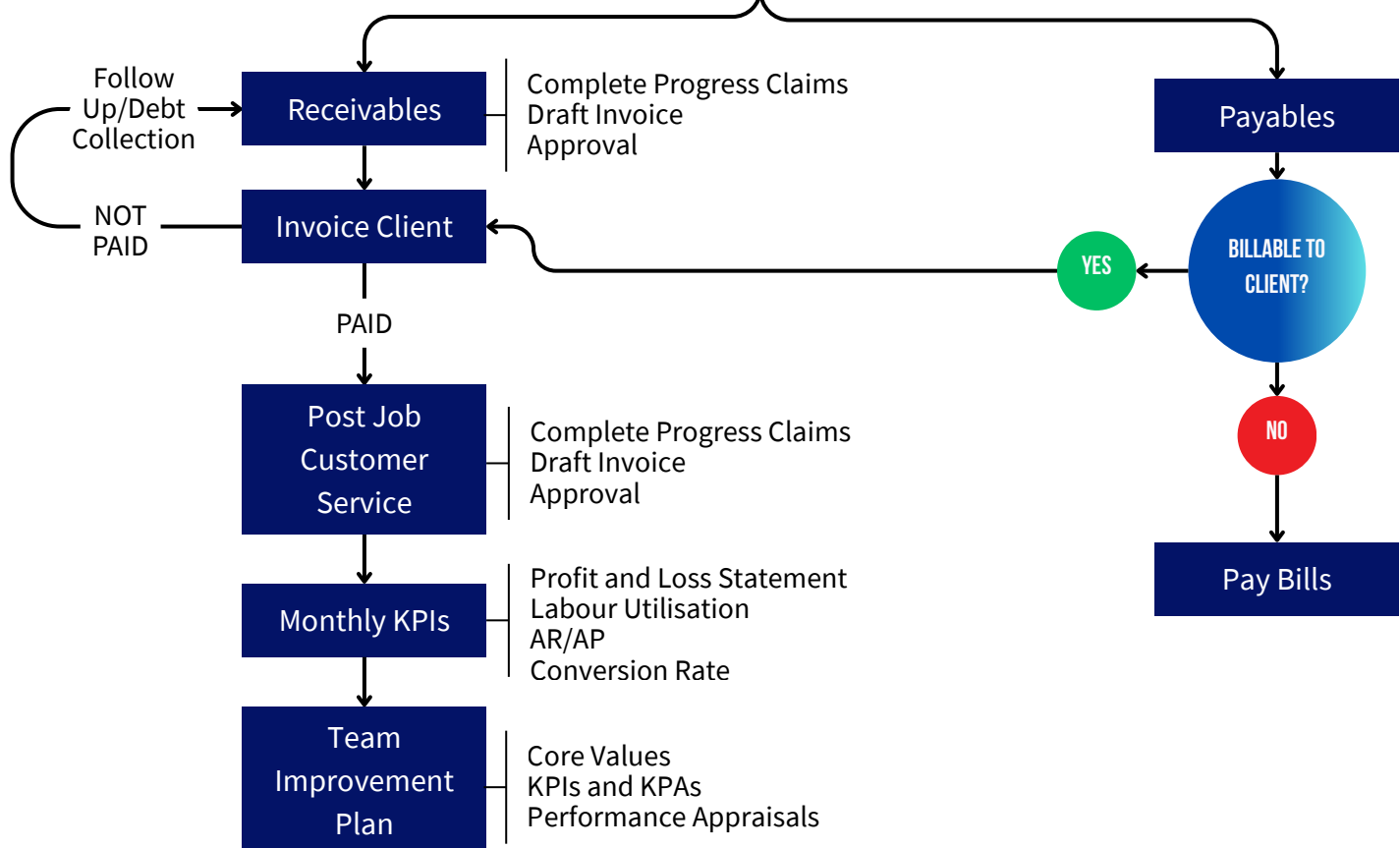




## STAGE II



## STAGE III





# WANT TO PLAN WITH US FOR **FREE**?

WE ARE THE TEAM BEHIND YOUR TEAM YOUR FULLY  
OUTSOURCED BUSINESS SUPPORT SYSTEM, BRINGING  
EVERYTHING YOU NEED INTO ONE PLACE.

- ✓ BOOKKEEPING & PAYROLL SERVICES
- ✓ DIGITAL AND WEB DESIGN
- ✓ ADMINISTRATIVE SUPPORT

In your free planning session, we'll help you:

- ✓ Identify the operational issues that are holding you back
- ✓ Figure out how you want your business to operate.
- ✓ Build a 6-week plan to overcome these operational hurdles.

## **WHO THIS IS FOR**

We work best with businesses that provide mining service support, construction, trades and civil sectors who have more than \$25,000 in monthly revenue.

Book a call and let us help you move forward.

**BOOK NOW**

# READY TO GET IN TOUCH WITH FLEXI-TRIBE THE TEAM BEHIND YOUR TEAM



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