

## GET YOUR DIGITAL DUCKS IN A ROW

Before you begin signing up for new software, setting time aside to learn that new app or buying new hardware, it pays to take a few moments and get your metaphorical digital ducks in a row.

I mentioned in the intro that most likely you found one (or possibly a few) sections that leapt out to you as you read them, knowing these were the things you needed to do. These will arm you with the knowledge to streamline the business, or maybe scale it to the next level.

Whatever those things were it's time to put pen to paper (or start creating tasks in your to do list) so you can prioritise.

Think about:

- What's going to have the greatest impact on your business?
- What's required to make it happen?
  - Time?
  - Money?
  - Resources?
  - Buy in from the team?
- What is the quickest win you can have (we all need a quick win now and then)?
- What requires additional research?
- What can you do yourself and what will you need some assistance with?