



Liberate Time & Transform

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Designing systems for busy professionals how to Clarify, Simplify & Organize to Liberate Time



Business Think Camp™ • Facilitated Thinking™ • Office Organization & Productivity • Seminars & Workshops

'HAT' CHECK

The idealized company structure has four major roles with specific groups of tasks/areas of responsibility assigned to each. These are the various 'hats' you wear on a regular basis. The reality is these areas of responsibility all need to be covered – even if by a single person.

OWNER (manages the “Why?” of the company) - Needs up to one day per month

- Choose a strategy and vision for company
- Plan the long term survival of the company – determines their exit strategy
- Sharpen the competitive edge – know why your customers care this company exists – these are your market differentiation
- Manage the balance sheet, debt and liquidity
- Decide how you want to grow the company – how much and in what direction
- Determine the company's citizenship – how the company interacts with the community

PRESIDENT (manages the “What?” of the company) – Needs ½ to one day per quarter

- Determine what will be done and in what order to meet the owner's vision
- Analyze sales and other benchmarks to track results
- Deal with infrastructural issues
- Manages the operating statement – income and expenses

MANAGER (manages the “How?” of the company) – Needs ½ to one day per week

- Deal with the day in and day out activities of deciding how to implement the President's decisions on what to do
- Manage cash flow
- Manage the work force – including promotion, hiring and firing decisions

WORKFORCE (does the work)

- Follow the directions of the manager on how and when to complete the work required to keep the business running

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