

SMALL BUSINESS CLARITY TOOLKIT

The 4 Areas Most Business Owners Struggle With & How To Fix Them

TIME

The Struggle

You are busy all day, yet important tasks still do not get finished.

What is Happening

- Constant interruptions
- Reactive working
- No dedicated admin time
- Doing everything yourself

Quick Fix

- ✓ Block one fixed admin hour weekly
- ✓ Batch similar tasks together
- ✓ List tasks only YOU can do
- ✓ Delegate low-value admin

CONSISTENCY

The Struggle

Things start well... then slip.

What is Happening

- No clear routines
- No system for recurring tasks
- Motivation-based productivity
- No accountability

Quick Fix

- ✓ Create a weekly checklist
- ✓ Automate reminders
- ✓ Schedule repeat calendar blocks
- ✓ Document simple processes

Consistency builds stability.

ORGANISATION

The Struggle

You waste time searching for emails, files, or information.

What is Happening

- No folder structure
- Inconsistent file naming
- Mixed business & personal systems
- No central storage

Quick Fix

- ✓ Create 5 core folders (Clients, Finance, Marketing, Legal, Admin)
- ✓ Use clear file naming (Client_Project_Date)
- ✓ Store contracts in one secure place
- ✓ Back up monthly

You should find any document within 30 seconds.

FOLLOW-THROUGH

The Struggle

You have ideas and plans — but execution slips.

What is Happening

- Too many open tasks
- No deadline tracking
- No visibility of priorities
- Mental overload

Quick Fix

- ✓ Keep one master task list
- ✓ Limit daily priorities to 3
- ✓ Set deadlines in your calendar
- ✓ Review progress weekly

Clarity reduces overwhelm.