

Systematizing For Success

Running Your Business on Autopilot Through
Systems



Marc Cunningham

Grace Property Management & Real Estate

www.RentGrace.com/Systems

Marc@RentGrace.com

The Foundation of a System:

Variation is _____

1. What is a System

"The _____ we do it here"

- Documented Automation
- _____
- Roadmap

2. Why you need a System

- 1) Stops the _____ to your office
- 2) Improves new _____
- 3) Reduces _____
- 4) Increases company _____
- 5) Improves employee _____ on the _____ and the _____
- 6) Gets you in compliance with required _____ & _____ manual
- 7) Creates a storage repository for your _____ & _____
- 8) Allows you to feel 'ok' about giving up _____ and _____
- 9) Creates employee _____
- 10) Makes everyone _____
- 11) Creates simplicity of _____ and _____ of outcome
- 12) Makes the business _____
- 13) _____ the tasks and work to be done.
- 14) Helps you go for being _____ to _____
- 15) Sustains the business beyond _____
- 16) Breaks down property management tasks into their _____.
- 17) Protects the current and future _____ of the organization

3. How to create a System Manual

Step 1. List the major _____ of the company

Step 2. Assign a _____ to each function

Step 3. List 5 to 10 Key Result Areas (_____) for each job title

Step 4. Create a “Measure Of _____” for each KRA

‘Measures of Success’ must be:

- _____
- _____
- _____

Step 5. Write a detailed step-by-step describing _____ each KRA will be done, in order to achieve the ‘Measure of Success’

Step 6. Organize, order, and insert _____

4. How to implement a System Manual

Implementation varies depending on the _____ of your company

- Do not implement your System Manuals around your existing _____, – rather implement your _____ around your System Manuals

5. How to measure and improve the System Manual

_____ / _____ (P/E) meetings

- One time per _____
- 30 to 60 minutes in length
- Review 1 to 2 KRAs in _____
- Review their scored Measure of Success for _____ KRA
- End with _____, encouragement

4 Final Reminders

1. Variation is _____

2. The Importance of _____

Even the best system, if run by the wrong
_____ - will _____

3. The importance of _____

A mediocre system run _____, will be
more effective than a great system run _____

4. System Manual Proverb:

Your job is to _____ the System,
the team members job is to _____ the system,
the _____ job is to make the
business successful

For more information on Systems and the System Manuals used by
Grace Management, visit www.RentGrace.com/Systems