Discover which parts of your business need more support

Have you got a clear understanding of the parts of your business which are slow, inefficient or lagging behind the rest of the market? It's easy to get caught up in day-to-day operations and miss the areas that could benefit from support or development. Taking a step back and looking critically at your business can improve efficiency, productivity and staff satisfaction.

Scroll down to see what you can do with this Action Plan.

- **Effort:** High
- **Impact:** High

Actions:

Assess the current situation by looking at key departments and processes your business relies on the most.

- **Impact:** Medium
- **Suggested duration:** 14 days
- **Why this will help:** It's important to take a broad look at company operations so you can understand the bigger picture before delving into the detail.

Run employee workshops to learn more about how different teams currently operate and get feedback on which parts of your business need more support.

- **Impact:** High
- **Suggested duration:** 28 days
- **Why this will help:** Get employee feedback on the bottlenecks that frustrate them, areas they want to develop or items on their to-do list that never get ticked off. This will give you a good indication of which areas to improve.

Talk to other business leaders about how they handle certain processes.

- **Impact:** High
- **Suggested duration:** 28 days
- **Why this will help:** All businesses operate differently, but understanding how another company approaches the same situation can offer useful insight into specific areas you might need to review.

Conduct a SWOT analysis to give you a better understanding of the strengths, weaknesses, opportunities and threats in the business.

- **Impact:** Medium
- **Suggested duration:** 7 days
- **Why this will help:** The SWOT analysis allows you to look critically at your business and identify new opportunities that you could work towards.

Create a development roadmap for the business, setting out each gap or problem that you have identified, your proposed solution and when it will be addressed.

- **Impact:** High
- **Suggested duration:** 21 days
- **Why this will help:** The solutions to your problems will range in scope and cost, and it may not be possible to resolve them all immediately. Setting out a roadmap gives you a chance to raise extra funds to resource them, research the best solutions or find external support where necessary.

How will I know if my Action Plan is working?

Way to measure success
Employee feedback survey.

Why this metric?
Employees are most familiar with how your processes work in action. Their feedback will show you whether improvements are working and if you've given areas of the business enough resources and support.

How do I start tracking?
It's important to give any new changes time to bed in. Send out a short survey three months after you've made changes, then follow up with each department on any issues raised.