

ESSENTIALS

for Getting Organized with Business Systems

Syllabus with Modules ♣ January—April 2025

The theme for the season, as reflected in the Lab titles, is getting your house in order. Under each date are the main lessons that I encourage you to work on before the live Lab.

Live lesson briefs are an introduction to the lesson and another chance to ask questions.

JANUARY 7-9 PLANNING WORKSHOP

- ☐ Scope & Vision
- ☐ Strategy & Structure
- ☐ Focus & Resilience

JANUARY 22 LAB: BLUEPRINT FOR MOMENTUM

- ☐ Quick Start, includes defining and setting up business systems
 - ☐ Review the Systems Checklists

FEBRUARY 19 LAB: FRAMEWORK FOR GROWTH

- ☐ Policies > Live lesson brief on January 27
- ☐ Procedures > Live lesson brief on February 4
- ☐ Forms > Live lesson brief on February 10

MARCH 19 LAB: PATHWAY TO ORDER

- ☐ Getting Started with Notion > Live workshop with updated material on March 4
- Other new modules are in the works and TBA.*

APRIL 16 LAB: DOOR TO PEACE

- ☐ Conquering Piles + Files
 - ☐ March 24 Weekly challenge
- ☐ Emptying Your Inbox
 - ☐ April 7 Weekly challenge

GENERAL RESOURCES IN LEFT MENU

- ☐ Plan for 2025 planning workshop
- ☐ Artist Organizer in Notion
- ☐ Adopting Naming Conventions

Post any questions about the homework in the comments with the community gathering. Please note: This is subject to change—primarily due to additions.