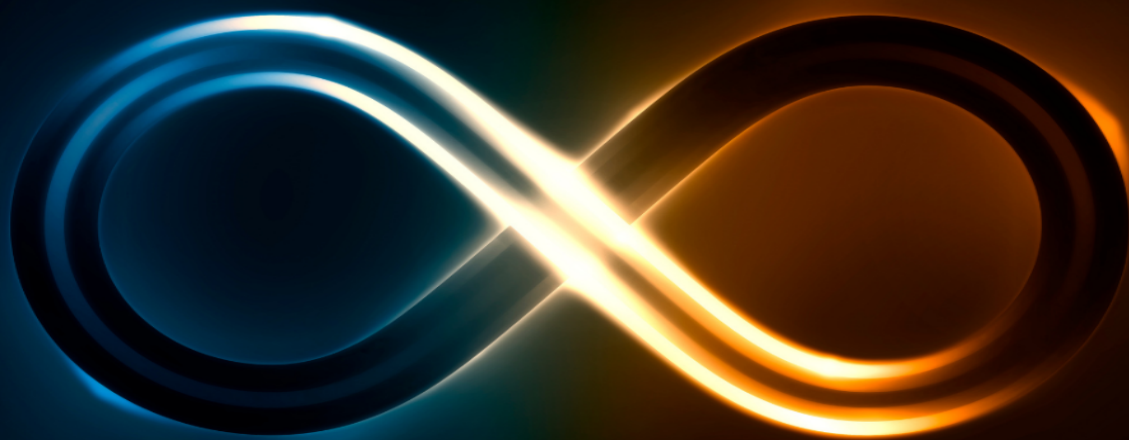


Breaking The *Vicious Cycle!*



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Do you tell yourself all the time “*I will just work out of this problem?*” Which in turn means you work more and more but it never gets better. I have said that over and over in my firm. I kept thinking if I just work more, it will eventually get better. **DID IT? NO! IT JUST GOT WORSE!!!**

I was COMPLETELY burned out!! I hated coming to work and hated the work I did. I was ready to burn the whole thing down and go back to being an employee for someone. I worked all the time from early morning to late at night, weekends, and holidays. I missed family events and lost myself in my business.

One day I just decided that I was done trying to work out of the problem. I drew that line in the sand and decided I needed to get my \$h*t together! I needed to focus on what I needed to do to fix my business. I had the right team in place, but it still sucked! Why? Because of me! I would not let go of control. They were willing to do anything I needed them to do. They just needed guidance and permission in what it was they needed to do. Instead of just trying to work out of the problem I started documenting what I needed to do. While the list was very overwhelming and it did give me anxiety, it gave me a clear picture of what needed to be done. I then took that list and put who was doing those tasks currently and who should be doing those tasks. Guess who was doing most of the wrong things. That's right, **ME!**

I then took that list and analyzed my team to see who would be much better at doing those tasks. This list also gave me a picture of what processes I needed to document on how to do tasks, so the tasks did not come back to me.

After doing that, I had to find a system that would make it easy to delegate tasks to my team. Without this piece, I would easily go back to doing things that I should not be doing. We had a practice management system and it worked great for tasks that were recurring. It worked for structured tasks, but it did not work well for one off tasks or client requests. I found myself doing tasks just because it was faster to do it myself than to delegate it. For example, a client requests to send them their tax return. I would just send it to the client and not think anything about it but the problem was when you have 5 requests for this per week it becomes a time suck. Think of everything that sucks your time.

You must think about how many small tasks you do that derail you from the big tasks. You are constantly stuck doing all the small tasks, so the big tasks get pushed to the side and never get completed. You do all the easy stuff first which you justify by getting things off your list.

You need to stop and think about your list of tasks. I have listed some of the questions I had to stop and ask myself:

- ❖ Is your list of tasks the right tasks to be doing?
- ❖ Will they help you get out of this?
- ❖ Will this help you get your life back?
- ❖ Will this help you sleep at night?

In our old project management system, I could not tell what all the tasks were that needed to be done, which caused me anxiety and my team. I could not tell what my team was doing or needed to be doing neither could they. It was impossible to get all tasks into that system. I had lists of tasks in QuickBooks Online, Tax Online, JetPack, One Note, Post It Notes, To Do Lists on everyone's desk, notebooks, email, Slack and so on. It was **HORRIBLE!** Therefore, I could never work out of the problem. I didn't even know how bad the problem was.

I have listed some tips to help you work out of the problem and remove yourself from the vicious cycle. Below are 10 tips to help you fix this part of your business by analyzing what you are working on.

1. Make a list of all the things that you are working on during the day. No matter how small, all 5-minute tasks will derail you and take away from what you should be doing.
2. Take that list and figure out who is best to work on that task.
3. If you have no one to give the task to then identify it with "Next Hire."
4. Identify tasks that you like working on.
5. Schedule time to write up how to do the tasks that you need to move off your plate, so they do not come right back to you. Also, if that person leaves, they don't come right back to you.
6. Find a project or tasks management system that works for you to easily keep up with all your tasks in your firm. (ClickUp worked for us)
7. Implement the project management system
8. "Brain dump" all your tasks in the project or task management system
9. Give yourself clear boundaries of the time you are going to work. If you give yourself too many hours you will use them. Parkinson's Law states that "work expands so as to fill the time available for its completion."
10. **MOST IMPORTANT:** Take time for yourself. You will find that you will be more creative and feel better about your business when you just find time for yourself again.

Many of us have lost ourselves in our business. We do not know who we are without it. We are so busy taking care of our clients that we forget about ourselves. Since doing the above tips, I have found that I really enjoy my business again.

If you want help getting your \$h*T together and want to enjoy your business again, contact us to see if we can help you. Sometimes we all just need someone to be on the journey with us to move our business forward. An accountability partner or mentor can help give you the courage and mindset shift to make all the difference.

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