

ACCELERATE BUSINESS GROWTH, PROFITABILITY AND CREATE FLOW.

Your uniquely designed blueprint gives you access to over 25 years of experience in small Business Management.

During the blueprint process you'll replace or reduce further costly outsourcing or consultant's fees in these areas - administration, business coaching, productivity coaching, strategic planning, cash flow management, organisational change management, visual merchandising, point of sale design, Feng Shui consulting, marketing, data management, IT services and team engagement.

The most valuable resource you have in your business is your time. We help you to take control of your time by delivering effective systems and processes that match your physical space, the uniqueness of your service or product delivery, budget and life goals.

During the blueprint process you will discover:

- your own unique logic and how to keep the business organised and productive
- the uniqueness of your business that sees you stand out from your competitors
- how to remove the blocks or obstacles that have restricted you from reaching your goals
- areas for potential accelerated growth
- where there are opportunities to reduce costs
- how you deliver exceptional customer experience

Blueprint Jump Start

Your blueprint jump start is designed for new businesses and new to business owners. Starting with strong foundations in your business is essential for growth. Having a plan of the systems for data storage and how your customer experiences your offering will give you a flying start especially in a competitive marketplace.

Blueprint +

Designed for existing businesses and business owners. You have achieved some success but now are ready for further growth or have recently expanded. Existing systems are no longer meeting the needs and growth of the business or are clogged, overloaded and costing you time and money. You would like to take more strategic actions that meet your goals.

Blueprint Genius

The ultimate blueprint covers in detail all areas of your business. Designed for established businesses that may have one or more team members or outsourcing needs. You've had good success but it's time to take stock of what is and isn't working. You may want a fresh set of eyes to invigorate the business. Blueprints extend to team members/outsourcing functions. Receive extended one to one service to lead you to your success and streamlined flow. Includes a bonus, assess and adjustment session to ensure your blueprint is working for you and team.

Blueprint	Jump Start	Plus +	Genius
Organisational Blueprint Flow developed for all your paper and digital data. This document allows you to grow the systems with your business even after we're finished our service with you. The document is delivered in a fully editable excel document to create flow and ease through the life of your business.	●	●	●
Customer Experience Blueprint , clearly defining how you effectively deliver your offering or product to the customer. Identifies ways to save time while enhancing greater customer relationships and profitability	●	●	●
Diagnose systems and processes to be established for new business and record any existing in established business for unique blueprint	●	●	●
Identify system and process breakdowns where resources could be saved or re-directed	●	●	●
Decipher your logic, develop a blueprint that works for your business not against it	●	●	●
Identify your business goals alongside the blueprint process	●	●	●
One to One Service at your business premises to create a totally tailored blueprint that suits both the people and the environment.	●	●	●
Smart Money - Evaluate all areas within the business where opportunities exist to save money and create increased cash flow	●	●	●
Tools for Flow - checklist of tools to suit physical space, match your style and budget	●	●	●
Initial consultation with key business operators to clearly establish the objectives for your blueprint and details of current operations to be blueprinted	2hrs	3hrs	4hrs
Operational Workflow in physical space, positioning for greater efficiency and productivity. Recommendations to suit your budget and productivity. Re- use of existing tools and furniture to create workflow is always our goal.		●	●
Visual Merchandising and Design – Draw on over 20years in highly successful retail businesses where appearance of your shop front and product directly impacts your sales.		●	●
Habits in Goal Setting - a clear plan on tracking and guidance to achieve results. Our 9 years of experience in organising coaching and the neurobiology of habits		●	●
Colour Psychology in your space to increase productivity matching your personality and energy. Also used to enhance the customer experience and time management.		●	●
Uncover belief obstacles that hold you back from taking next steps to grow your business, organised and fulfilling your purpose. Searching out the belief systems surrounding your organisational traits and habits, to work with them to truly accelerate your flow.			●
Team Workflow - Team/Outsourcing checklist development. Keep your team motivated to perform at the level you expect. Reduce down time and costly missed opportunities.			●
Time Blueprint - Time management blueprint for flow in your life and business establishing effective routines that invigorate and inspire.			●
IT Checklist - Computer and device system check. Diagnose systems not performing at optimum efficiency. Solutions checklist provided advice to match business activity & budget. Independent advice available upon request other charges apply.			●
Strategic Direction - planning for the long term to suit your time, energy and budget.			●
Feng Shui do's and don'ts with notes designed for your office to draw in greater prosperity, balance and harmony in your business.			●
Feng Shui Flying Stars chart and report written for your office space.			●
Implementation sessions to accelerate your organising results working together on making the blueprint come to life in the physical space or online	1 x 3hr session	2 x 3hr session	4 x 3hr session
Asses and adjustment session conducted after blueprint has been working in action for 30days. Evaluate performance, make any changes to the blueprint if necessary.	n/a	n/a	2-2.5hrs
Investment (prices exclude GST)	\$500	\$950	\$1800

How to Get Started

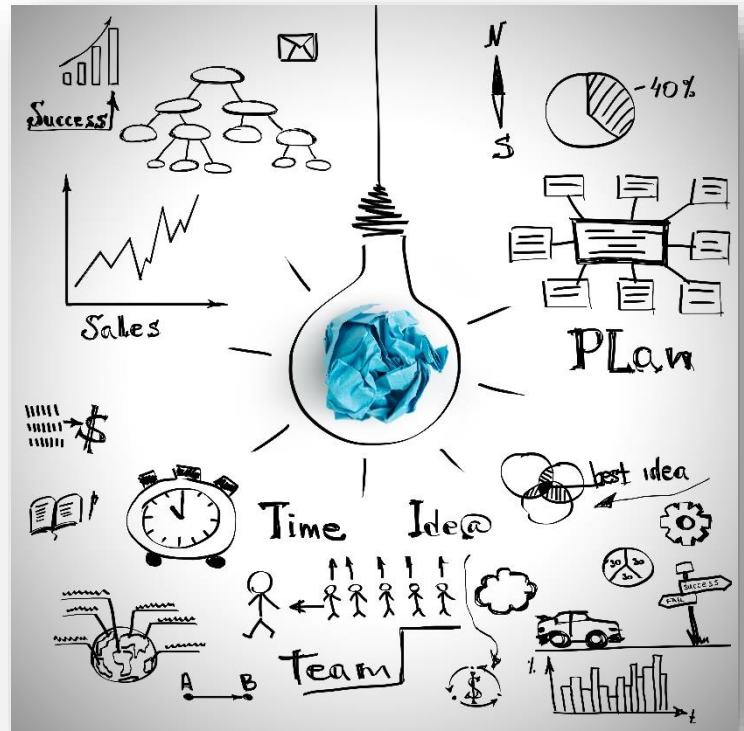
Getting started is sometimes the biggest hurdle business owners face when it comes to organising and putting in processes. We will help take the pain away, by making this a simple and step by step action orientated process. Ultimately you are in control of how your business runs, our role is to help you design your blueprint to bring you the best results.

Step 1. Call Carolyn for an initial chat about where the Blueprint will be applied in your business and your ultimate objectives to achieve. Schedule the initial phase appointment.

Step 2. During your first in house appointment we will establish existing processes and systems to begin the first draft of your Business Data blueprint, Customer Experience Blueprint. Where possible initial workflow and space re-organisation implemented for immediate results.

Step 3. Receive the first draft of your Blueprint. Blueprint Plus + and Genius schedule second appointment where we will go into the finer details of the system categories, operational workflow, visual merchandising, habits to support your blueprint flow and any essential key areas to address.

Step 4. Installation of processes and completion of other blueprint elements. Draft revised at each step to ensure all processes can be duplicated and followed by any existing and future team members. Enjoy the flow in your business and life. Grow with confidence and love what you do and do what you love.



CAROLYN VERHOEF

Expert Professional Organising Coach / Master Facilitator

M: 0416 127 004

E: Carolyn@outsidetheboxsolutions.com.au

W: outsidetheboxsolutions.com.au



**OUT THE
SIDE THE
BOX**
ORGANISATION
SOLUTIONS