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## **The Possibility Path™ for Small Business**

A Life Coaching Program based on  
*Book One*

*“Bringing Possibilities to Reality”*

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### **Step Five** **SYSTEMS**

PART 5.1.

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## **SYSTEMS FOR ROUTINE**

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# The Possibility Path™ for Small Business

## INTRODUCTION

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### Business 5.1.

No matter what we do in our lives, we rely on systems to support us.

Whether you are planning your grocery shopping for dinners, organizing your finances, saving money to buy a home, figuring out school schedules, work schedules, and the general bare bones of life, the world runs on Systems.

Systems Make the World Go 'Round. On The Possibility Path we have two kinds of systems:  
Systems for Routine and Systems for Change

We need both to be successful and create a world for ourselves that is more than just systems!

First, we will focus on Systems for Routine.

Systems for Routine are the basic foundation for any solid business.

For instance, if you own a bakery and receive a cake order, how do you get the order? How do you know what kind of cake they want? Frosting? Do you have your sales people ask these questions? Do you have a manger? Something as simple as a sheet of paper that says name, phone number, type of cake, frosting, message is a system!

It is a simple system, but one that keeps open the lines of communication while also making sure your orders are correct!

The simplest of systems can help create a successful business.

It's as easy as that,

How you keep track of your money in and expenditures, the way you network with people, how you communicate with your customers, how you hold a class, hours of operation, and teacher service are all systems. When we have Systems for Routine set in place, the people who work with us, for us, and who we work for understand who we are, and how to use your business successfully!

Routines are your way of communicating to your employees, customers, yourself, and the world what you want to get done and how you are to get it done!

Routines are the foundation of business and life.

Do not worry about being perfect and setting up systems that can never be changed because systems can be changed and should! That is our next step!

But in this step, we will focus on how to Dream, set Goals, and use Deadlines to create a System for Routine that leads to success!

The simplest of routines help you create a successful business where everyone is on the same page, allowing you and your business to run smoothly into success!

And that is what we do in:  
Step Five, Part 1.

## STEP FIVE. PART 1.

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### SYSTEMS FOR ROUTINE

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#### **SYSTEMS FOR ROUTINE**

While Systems Make the World (and our business) Go ‘Round, routines keep it there. Routines help give employees, customers, and yourself structure to create a solid foundation for your business. They also keep your days organized and help you feel like you are accomplishing your business goals.

They can help you set financial benchmarks, marketing goals, employee guidelines, and more! How you set up your Systems for Routine is up to you!

If you are a spreadsheet person, then using a program like Excel will be a great system for you. If you are a visual person, having written check lists or even color coding your paperwork can be helpful.

If you have a lot of employees, having a handbook and systems for management are important. If you are a single owned business, then having people to help keep you focused or on task can be a part of a system you create, or even meetings with yourself to check in!

There are three steps for setting up a System for Routine.

1. DREAMS
2. GOALS
3. DEADLINES

Set up your systems the way that is right for you, and if it doesn't work? Change it.

This is a learning curve that needs to be put into practice for you to learn how best you will use systems in your business.

## 1. DREAM

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### **CREATING**

Creating a business is creating! It is a creative process. You are creating something real and new for you. It is a creative process and one that has many parts that all have systems to get them done. First you must imagine HOW your systems will work in the business you are creating by dreaming it!

If you are a pizza place, will you offer delivery? Online ordering? Are you a sit down restaurant or more of a quick service place? Your vision for your business, as discussed in earlier steps, helps sets the parameters for WHAT systems you set in place.

So first we revisit your core motivation for WHAT you want to do.  
Then we break each down into GOALS and create SYSTEMS to meet those goals.

### **WHAT is your ultimate BIG DREAM for your business?**

*\*Can go back to a Day in the Life or Dream Life to help you on this too.*

## **List your dreams into SMALLER PIECES**

### **WHAT are your individual dreams for your business?**

\*This combines the first steps of this program into one here.

ie:

How much money would you like to bring in personally?

How much money would your business have to bring in to do that? (30% you the labor payout or 10% profit.)

How many people would you like to reach?

In what ways would you like to reach them?

How big do you want to grow?

How long do you want your business to last?

How do you wish your business to run? You as the leader? A support team? A partnership?

Who do you want to serve and how?

What do you need to accomplish these other goals?

Other..

### **LIST them all here:**

\*Yup! All of them. Then we choose one to focus on at a time. But nice to have them all listed so you can get a feel for what you really want to create.

\*THIS WILL CHANGE! As you create and grow you will find you like some things, you don't like others. But for now, put down where you are at now. Later comes changes.

## 2. GOALS

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### GOALS AND SYSTEMS

For all the systems that make up life and business, there are systems. There are financial systems, marketing systems, product, distribution, and sales systems. Even taxes and licenses are systems. Whatever your business is, it will have different requirements and different needs for systems.

How we implement these systems is up to us. How best you create each step is up to you! If you work at home and have young kids, working on paperwork at the kitchen counter may be an impossible nightmare to keep organized! But working at a café, office, or even in your car may allow you the quiet and focus to get it done quickly and efficiently!

If you need your business cleaned daily, making a check list of chores employees have to do morning and night and a manager to double check signature to see that it gets done is a system! If you are a teacher or facilitator, how you hold your classes and handing out fliers at the end of each class advertising your one-on-one personal classes to come are both using systems!

Taxes are goals we are forced to do, so are regulations, legal, and finances. HOW you organize your finances, using an app or spreadsheet, or just laying receipts on your kitchen counter with colored post its and paperclips to organize it all is a system!

As you grow and change with your business, you will discover you can use systems in more and more areas of your life and business! But with all systems, there are a few ways we can discover how to organize all the areas of our business and create what we dream. You can do this through goal setting.

It starts with listing what you need and then organize them into deadlines and accountability to get those things done.

Each goal has its own timeline to get things done! Knowing how to get these things done and what you will need for each is easy when you create a System for Routine to get it all done! It starts with GOALS.

To figure it all out, we start with ONE.

### PICK A GOAL

Pick just ONE goal you would like to reach.

**What is ONE GOAL you have right now you would like to reach?**

**LIST OUT ALL the things you would need to do to achieve this goal.**

\*Go wild on this one and take some time to imagine ALL the things, people, systems you would have to have in place for this to happen. You may learn new things as you go along. You may change it. Do not worry about being perfect. **Just list it all.**

**BREAK IT DOWN**

You can't and DON'T need to do everything all at once! So we start by breaking down what you need to do into bite sized pieces.

**WHAT is ONE THING you can to do right NOW?**

**HOW are you going to do this? (Create a system.)**

\*LIST details. I will call this person, go here, make a flier, download app, ask for help, hire this person, move these papers over here, sit here to work on a computer, etc.

**WHAT do you need to do LATER as you grow?**

**HOW are you going to do this? (Create a system.)**

\*LIST details. When I have money, a new space, so many clients, I will build this, move there, hire more, etc.



### 3. DEADLINES

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#### **DEADLINES/BENCHMARKS**

What system you create is up to you. How you do what you do and what is best for you in the way that you work is what is most important. Others will follow directions, but as head of your business, you must set the boundaries. That is what a leader does! That is what is called creating a “culture” in your business. If you don’t like gossip or bad mouthing others, setting up a system of ethics or a mission statement in an employee handbook with employee training that talks about how we treat others at this business is a system that can create those boundaries and reinforce the behaviors you wish to see. Systems create the structure and foundation upon which a business stands.

It all starts with GOALS.

But to reach all your goals, it helps to have deadlines.

When tasks have deadlines we and others are more likely to do them! It also creates a benchmark to take stock of how things are going.

Take the first thing you need to do THIS YEAR. Give it a deadline! Give it a timeline.

\*If you want to reach 100,000 customers, start with 1,000 or 100. Grow from there! Set small goals and deadlines to reach your larger goals.

\*Also give yourself some EXTRA time in case life gets in the way of reaching deadlines, as we know it is want to do!

We all want everything to happen instantly! But it takes time to grow and create a foundation for your business. Most businesses take two years to turn a profit. If you aren’t ready for that, you may be disappointed as your expectations don’t allow for your business to start slow. If you reach too low, you may miss out on some opportunities.

Setting small deadlines and goals helps us gage how our business is doing and the areas we may need to focus on or pull back away from. If there are no deadlines, then life will take over and take control of you and your business! It is not about meeting your deadlines each time, it is learning how to make the best timing gages possible for what you are creating.

It’s a learning curve of meeting or missing benchmarks! One that takes time. And time? Starts with deadlines.

**WHAT is your IDEAL DEADLINE you need to reach your DREAMS?**

## **LIST THE STEPS**

**List the steps to get there and give each a deadline.**

\*ie: Break it down! Taxes are due April so I need to get receipts organized by Feb 1, incomes added up by March 1, and meeting with accountant or computer time to input by March 15<sup>th</sup>.

STEP

DEADLINE

DONE

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## **CELEBRATE**

The best part about goal setting in creating Systems for Routine is Celebration! Celebrating each goal and the success along the way as you create your business and life of your dreams. When we have a birthday, milestone, get a promotion at work, marriage, or birth, we celebrate! These are big moments! So, too, are reaching the goals in your business.

These rewards and celebrations can also help motivate you to keep reaching and going forward as you grow and meet challenges along the way. Do it for you, your employees, and your customers to celebrate together!

Everyone celebrates differently.

**How are you going to celebrate the goals that you reach?**

List it. Then do it!

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## **HOMEWORK**

### **DO THIS OVER AND OVER AGAIN.**

1. Set a DREAM GOAL.
  2. MAKE A LIST of what need to do to achieve that goal.
  3. Break it down into SMALLER pieces with instructions on how to achieve it.
  4. Set a DEADLINE to do that.
  5. Create the SYSTEM to reach the goal.
  6. Reach the goal.
  7. CELEBRATE!
- ... And do it again and again and again!

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## **SYSTEMS = SUCCESS**

Dreams are just dreams until we set goals and create systems to get them done.

When you are in doubt or feeling insecure, make a list, set a goal with a deadline and create a system to get it done! Just setting a step by step way with deadlines to get this done can help you feel better and good about making progress on your dream.

Starting and growing a business is a process. There is no one and done! Some Systems for Routine you create will stay with you and work for years and years to come. Some will not. Taking the win when you reach your small goals helps keep you motivated along with knowing if the systems you have created are actually working to reach your dreams!

And if they systems are not working? Then change them!

Create Systems for Routine to keep the wheels of your business moving along. Create Systems for Change to help them grow and adjust as you do. How to do that?

That is the next step in systems: Systems for Change.

And that? Is Step 5. Part 2.

The Possibility Path™ for Small Business

## **SHORT CUT** **Systems for Routine**

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A Short Cut is a Guided Visual Exercise that helps allow access to our own inner wisdom, our unconscious information Possibility Doorway, and our own inner intuition.

Listen to each Short Cut and then process your insights.

Questions are just suggestions to get the ball rolling. You might get new insights you never thought of that have nothing to do with the topic at hand or realize things that are not in the questions. Allow. It is your time. It is your program. It is your inner wise self.

Go where the journey takes you!

List your insights.

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## CHECK IN

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Date

WHAT things have changed?

WHAT things have stayed the same?

WHAT is working?

WHAT is not working?

WHAT do you need to improve?

HOW do you plan to improve them? (Set goals and focus words.)

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## **The Possibility Path™ for Small Business**

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*Please direct any professional questions to [thepossibilitypath@gmail.com](mailto:thepossibilitypath@gmail.com)*

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