

CLEANING HOUSE CHECKLIST

An 8 point checklist to wipe the slate clean and prepare for growth in your business



"Kerry Anne is incredibly knowledgeable, motivating and super organised (which has assisted me to super organise my business)!! Love her book and the follow up emails with extra tips and templates. They have helped me to keep changes I am working on at the front of mind and maintain the flow of action. Can't recommend her services more highly."

Emma Langham, Jacaranda Centre



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CLEANLINESS IS NEXT TO GODLINESS

The clarity and motivation that comes from cleaning out the back end of your business needs to be seen to be believed. Follow these steps to prepare your business for new outcomes.

1. Clean out your desk

Pull out all of the items from the backs of drawers and shelves, and behind the computer monitor to freshen up your workspace and create space.



2. Discard unused office items

Throw out or give away everything you don't use anymore. Stationery, resources, books, office equipment, files, old tech & computer accessories.



3. Clear your computer desktop

File what you need and delete what you don't, then set your computer to get all downloads and screenshots to go to dedicated desktop folders.



4. Clean out your inbox

File what you need and delete what you don't. Ruthlessly unsubscribe unwanted senders, and set rules to file repeat items automatically.



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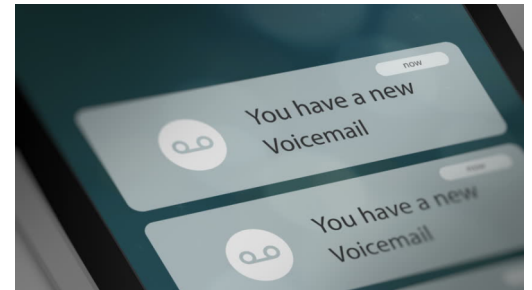
5. Clear your calendar

Cancel the time-wasting appointments you've been dreading. Postpone every meeting possible to give you time to work ON your business now.



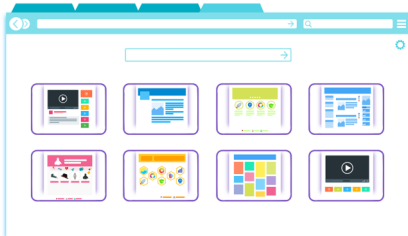
6. Organise your online storage

Set up folders for each working department in your business like admin, finance, marketing etc. Then file what you need and delete what you don't.



7. Clear your phone message bank

Take action where needed and delete them all one by one. Set a new voice message sending people to emails outside set phone times that you limit.



8. Organise computer bookmarks & tabs

Delete all of the bookmarks you no longer use, then create folders to group your useful ones into logical categories for fast, easy retrieval.



"For the small business owner who wants to build their business into something that is much bigger than themselves, Kerry Anne is the one to hire to establish the framework. Her skill starts from a grounded position, layering on the necessities as the business dictates, rather than trying to enforce from on-high.

Denise Hall, Business Exit Strategist

Taking ownership of the way your company resources are managed will empower you as a leader, set clear pathways for the team, and increase your business capacity like never before.



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I hope this has been a liberating, empowering exercise for you to do. Now more than ever before it's time to trim business fat and run lean business operations. Cleaning house is the essential first step of a journey to lasting business growth that can weather any storm.

All the best with your mission! If you ever need help, I'm only ever a message away.

BOOK A CALL



"Kerry Anne offers rich content and real solutions for businesses where they often struggle the most - in systemising their operations. I can highly recommend Kerry Anne and Operation Verve to anyone who needs to reorganise, systemise or improve productivity in their business."

Marion Mundana, Mundana Global



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ABOUT OUR DIRECTOR

Kerry Anne Nelson is known amongst her friends, family and clients to be a woman obsessed with formalising workplace processes to make things run smoothly. It was no surprise to her community when she decided to turn that into her career. Kerry Anne's life experience almost brought her to her knees when her husband passed away unexpectedly, and she was left to salvage a business that had no systems or processes in place. It was a nightmare.

Since then, Kerry Anne has become Australia's most passionate advocate for systemising businesses. She takes business owners by the hand to help them avoid the pain of managing their staff without documented processes. She has so much to offer after two decades of hands-on practical experience growing her own businesses across service and retail industries, in both online and brick and mortar outlets. Kerry Anne now works as a workplace process architect. She uses her Lean Six Sigma training to maximise her years of experience in strategic management, workplace training, business events, and team leadership to help clients achieve take huge strides towards their ongoing business growth.

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