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How to improve your business by improving your efficiency



We were recently awarded the most efficient accounting firm out of 130 firms in the Rob Nixon Coaching Club across Australia and New Zealand. Being more efficient means we have more time to explore ways of improving our clients business, and to help new clients. As a member of the club we help each other with systems and services to add real value to our clients in any way we can. One of these is to help Ceduna businesses become more efficient as well.

These efficiency methods apply to all types of business, including retail, contractors, medical, farmers, insurance brokers, butchers, bakers, lawyers, the lot. A business can be more successful if it is efficient.

Improving efficiency means completing a task correctly, to a high standard, in a less amount of time. If the task will be done more than once, a system should be made and followed, so that system can then be improved over time. Training is also a key part to efficiency and systems. If time and effort is put into training everyone involved in the business, then the business will become more efficient. Training costs can add up, such as registration fees, travelling, accommodation, and the cost of time away from work. But think of the cost to you of doing the work inefficiently, of doing the task over and over again the long way, or the wrong way. Of course, it is up to you to find the most suitable areas you need training in.

Here's how to become more efficient. Take 5 minutes to jot down all the areas you or your business is inefficient in, whether it is time taken to do a task, lack of technical knowledge, or lack of skills by any part of your business. Then work out the best way you can improve each of these. Some may be improved by training internally by having a staff "champion" to train the rest, and others may be improved using technical experts. Other inefficiencies may be improved by designing a system and training everyone how to use that system.

Efficiency must be measured, whether it is litres of weed spray per hectare, or hours taken to do each job, so that you can compare and improve.

Have you ever said that there's not enough hours in the day to do the things you want to do? Then start working on your efficiency now.