



IT'S NOT JUST YOU

It's not just you that is hearing and reading the same message at every turn. Let's hope you're not the one ignoring it! Whether its business magazines, e-books you downloaded from coaching web sites or your daily paper the message is getting louder. Systems are the key to business.

In the current issue of *mybusiness* magazine Brad Sugars - owner of Action Business Coaching worldwide - writes about "The Power of Leverage". In this article he says...

*"If the only person who knows a system for doing a task in your business is you, then you have to do it. Write it down, photograph it, record it, make a video of how to do it and then, you have a basic system so anyone can do it. Systems are the key to leverage in business. **Save Yourself Time, Energy and Money** is what SYSTEM stands for..."*

Are you getting the message???

A wise man (who sat at the feet of [Deming](#)) once said to me that the key to a high quality business system is the following:

- If you do it, document it
- If you document it, do it
- If it moves, train it
- If it doesn't move, calibrate it
- If it isn't written down, it never happened

The only problem is...none of these speakers, writers and spruikers give you an implementation tool! All you've got is the message...now what? For the answer to this quandary call us any time to discuss how TKO will assist with making the message get to the ultimate users, your employees.



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"Do we really need an HR policy on this?"

Organisations need to strike the right balance between sensible regulation and respecting managerial discretion, as Melissa Bridge explains.

TKO 30 Day Trial
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As company intranets become increasingly labyrinthine and employee handbooks start to resemble the Yellow Pages, it's understandable that leaders in many organisations are questioning the value of ever-increasing internal regulation. And it's not just leaders. Many managers are living in fear of having to get to grips with "yet another HR initiative", and staff are feeling hamstrung by excruciating bureaucratic processes (can I be the only one who's had to submit a form to apply for a new biro?) [Read more...](#)



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[FREE Business Documents](#)

FREE Sage Pastel Information Road Shows



Sage Pastel is a leading international business software supplier. The range of accounting products available is unique and offers solutions from small to medium to large businesses. Come and see our products in action at our free National Information Roadshows. We have limited seats available so place your bookings in TODAY by filling out the form at the link below.

Contact us on 02 8436 6000 or email sales@sagepastel.com.au

We look forward to seeing you there! Thank you!

To book go to http://www.sagepastel.com.au/au/form_bookroadshowinfo.html

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Events

The next major event of the year is [SAFETY IN ACTION](#) which is being held at the Melbourne Exhibition Centre March 20th, 21st & 22nd. Transform Business Systems will be exhibiting TKO Software and are excited about being part of this show.

To register go to: <http://www.infosalons.com.au/Safety07M/register.asp>



[Testimonials](#)

[Newsletter archive](#)

The newest (old fashioned) way to win the hearts and minds of your prospects and customers and generate a never ending stream of referrals

How great is it to be the first at something? Especially when that something involves marketing! Imagine being able to communicate with your clients in a way that WOWed them that was cost effective and time efficient. Imagine that this communication brought more referrals and

repeat sales than most other methods you are currently using.
Interested???

Send Out Cards is an amazing system to enable you to literally send a card to your contacts. Yes...in an envelope with a stamp! Remember that? The difference is this is all done online where you can choose from 100's of cards or create your own with company logos and/or product images and send them to groups of clients or individuals if you choose. You can even have them printed with your own handwriting and signature! You can also set up a campaign of sending a sequence of cards to a group of customers over a period of time. Set and forget! Imagine what this will do to your follow up system and your Christmas card headache.

To find out more information or to join go to www.sendreferralcards.com.au/20550 or <http://www.sendoutcards.com> and quote the ID 20550 to join. For a guided tour of the system call 1300 735 681.

E-Myth Personal Mastery Seminar

Spend a day with one of the most senior E-Myth coaches in the world. Don Farndon is presenting the "Get More Life" seminar in Melbourne on the 28th March. This is a fantastic opportunity for those who know the concept of the E-Myth but have done nothing more than read the book.

Go to www.trainingaustralia.com.au or call 1300 720 123 for more information or to book. At \$197 it is great value. In this seminar you will cover Leadership, Marketing, Money and Management.

The Transform team will be there, we look forward to seeing you.

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