

WHAT GETS IN THE WAY?

LACK OF INFO *

REVIEW BOTTLENECK

~~DATA~~ INTERRUPTIONS *

MANAGE CLIENT EXPECTATIONS

PAYMENT PROCESS

LACK OF INITIAL SET-UP

RE-WORK (JARGON)

LACK OF PROCESS *

ADHERENCE TO PROCESSES *

PICK UP, PUT DOWN *

MEASURE?
COMPLETION

PRE-JOB CHATS

ANYTHING THAT MIGHT STOP YOU? JOB OUT DOOR?

RECORDS CHECKLIST? STARTING?

FEE & BUDGET?

WHAT'S CHANGED IN THE JOB?

TIME ALLOCATED TO JOB?

WHEN IS REVIEW BOOKED?

BOOKED CLIENT EVERY CALL?

TELL ME HOW YOU'RE DOING JOB

PRINCIPLES

FOCUS ON GETTING JOBS OUT THE DOOR

NO INTERRUPTIONS TO DEEP WORK

SCHEDULE TIMES FOR EMAILS & CALLS