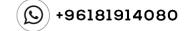


REASONS FOR YOUR BUSINESS















Training Employees

Whether you're bringing on a new team member or teaching an old one to do new tricks, SOPs will be your best friends!

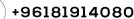


















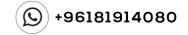


Anyone Can Follow Along

A well-documented SOP is basically foolproof. As long as your employee has some basic skills, they shouldn't have any trouble following along and accomplishing the necessary tasks.













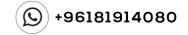


Delegation + Outsourcing

If you're a solopreneur who is ready to cut out the tasks you hate, can't handle, or don't have time for, then your very first step should be to create SOPs for those tasks.









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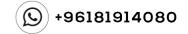
Reduce Back & Forth Questions

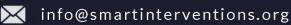
When you have employees learning how to complete various tasks, SOPs can help reduce, or even eliminate, the barrage of questions people might have.

Those questions, while important, interrupt your flow and slow down the entire business.













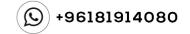


Set Clear Expectations

An SOP gives a precise, detailed expectation for anyone following it. They know each and every step they must take to achieve the desired outcome. They probably even know how long it should take them to successfully complete the task.













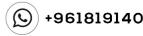
Increase Productivity

Productivity shouldn't slow down, or come to a standstill, just because someone takes a couple of weeks off to get married in the Bahamas. With SOPs in place, your business will continue to operate as normal.













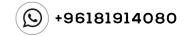


Consistency

No matter who is completing a task, the results should always be the same. By the time they reach the end of the SOP, they will have accomplished the goal with few, or hopefully zero, mistakes.













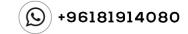


Quality Control

- One way to assess the work of your employees is to compare their outcomes to the SOPs they are using.
 - Are they skipping steps?
 - Do they make frequent mistakes? Are they playing Candy Crush instead of meeting expectations?
 - An SOP Library can help you answer those questions















Found this post helpful?

Save it for later. And share it with someone who might need to know this too.





