

243: Restructure Your Business from the Bottom-Up

10 Point Checklist

Shannon Susko

Want to gain as much knowledge as possible out of Get Yourself Optimized? Read on below for a **10 point checklist** that gives the next, real steps you can take for introducing these insights and optimizing your life.

Get **YOURSELF OPTIMIZED**

HOSTED BY **STEPHAN SPENCER**



"In this time of crisis, you need to focus on your goals. You might be taking a few different turns along the way but make sure that you don't lose your mission."

SHANNON SUSKO

10 STEPS YOU CAN TAKE TODAY

**Want to take charge of your health, wellness, and success?
Here are 10 steps that can move you closer to your goals – today.**

- Create a 3HAG (3-year Highly Achievable Goals) list with my team and write them down to check if our vision as a company is aligned. Keep it as simple as possible so it remains realistic.
- Once the goals are set, figure out a detailed plan on how to achieve them. Each task must have a realistic deadline and be delegated to someone fit for the job.
- When in the middle of a crisis, reevaluate my long-term goals and decide whether they are still feasible amidst the current situation. This will help me create fast decisions for better distress management.
- Hold quarterly, semi-annual and annual company meetings to remind my team about my organization's purpose, core, and mission.
- Plan for both the best and worst-case scenarios. Have everything mapped out and prepared to guarantee the protection of everyone involved.
- Communicate regularly with my team and utilize different types of media such as email, chatting apps, or phone calls. Overcommunication is acceptable as long as I can ensure the message is clearly conveyed.
- Be as transparent with my team as much as possible. Let them know what's happening with the business. Being honest is the best way to make everyone step up, support each other and make an impact.
- Make it a habit to write down a list of at least six things I need to do the following day. It's a good way to get things under control and get them done faster.
- Map out my cash to make sure that my business isn't in the red. According to Shannon Susko, "cash is king." For a business to run and keep its employees, I need to make sure my finances are intact even in emergency situations.
- Check out Shannon's website www.metronomeunited.com to learn more about 3HAG and where to get a copy of her book, *[3HAG WAY: The Strategic Execution System that ensures your strategy is not a Wild-Ass-Guess!](#)*

To view the transcript, resource links and listen to the podcast, visit:

<https://www.getyourselfoptimized.com/restructure-your-business-from-the-bottom-up-with-shannon-susko>