

TIPS FROM A COACH: TACKLING THE TOP 3 BUSINESS CHALLENGES

Buffini & Company Certified Business Coaches are dedicated to you and your success! If you're ready to make a positive change in your business and are committed to putting in the work, it's time to get a coach. Having a coach in your corner can help you overcome these top three business challenges.

RUN YOUR BUSINESS LIKE A BUSINESS — ACTION STEPS

- ✓ Write out your process for generating a lead, turning that lead into a customer, making that customer a happy customer, and training that happy customer to be a walking, talking billboard for you and your business.
- ✓ Set up separate business and personal accounts and create a monthly profit and loss statement for the business and a budget for your home expenses. Check out The Brian Buffini Show episode #150, "[Developing a Knack with Money](#)" for more tips on finances.
- ✓ Become a student of business and not just the skills you use to serve clients! Check out The Brian Buffini Show episode #265, "[The E-Myth Revisited — an Interview with Michael E. Gerber.](#)"



NAVIGATE FIRES AND DISTRACTIONS — ACTION STEPS

- ✓ Reflect on what you are saying “Yes” to and what you are saying “No” to, so you can see how to better manage your time and prioritize tasks in the future.
- ✓ Track your contact and care activities for a minimum of 3 to 5 days. Identify where you are spending most of your time and see what is moving you towards your goals and what is moving you further away from them.
- ✓ Block out an hour on your calendar each day for uninterrupted time to work proactively on your business.

PRO TIP: CLOSE YOUR OFFICE DOOR TO ENSURE THERE ARE NO DISTURBANCES.

HANDLE BUSINESS OVERLOAD AND BURNOUT — ACTION STEPS

- ✓ Write out your to-do list and prioritize on what you can do. Rank each item from most critical to least critical and take immediate action on the critical tasks and then work down the list, one by one.
- ✓ Ask yourself, “What does Winning the Day look like for me today?” Focus and win one day at a time and keep going.
- ✓ Find one activity that allows you to reset for optimal performance. Try out different options and stick to one that works for you — for example: morning coffee routine, day off, exercise, positive intake or putting your phone on silent in the evening.

LOOKING FOR MORE TIPS TO GROW YOUR BUSINESS AND LIVE THE GOOD LIFE?

Learn about our Coaching Programs to have a transformational experience to change your perspective, discover your full potential and set yourself up for greater success! Visit buffiniandcompany.com/coaching or contact your Membership Consultant.

