1. Determine What Needs to Be Changed
- What’s working and what’s not?
- How can you build on what’s already working?
- What processes need to be revised or eliminated?

2. What Are Your Pain Points
- Change is not always easy, explain why it matters.
- Make certain employees understand new procedures.
- Invite employees to provide feedback on these changes.

3. Develop New Processes
- Include everyone involved in that particular process.
- Walk through potential iterations to ensure it’s effective.
- Clearly articulate the process in writing and through training.

4. Get Employees to Shift Their Focus
- What processes in your business create stress?
- What items do you postpone until the last minute?
- How can you make these processes more efficient?

5. Establish Review Format & Criteria
- Each business process should be evaluated occasionally.
- Determine how often processes should be reviewed and by whom.
- Follow the steps listed above when making adjustments to a process.

6. Implement Change
- Provide ample notice to all parties affected by the change.
- Make sure everything is in place to help make the transition smooth.
- Monitor the transition process to ensure it is being implemented properly.