


Taking action when swift adaptation is critical

Laura McLachlan



A guide on considering your **Business Continuity Plan** and **successfully** managing yourself, your business and your teams **through rapid change.**



We're here to help.



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In business for over 25 years

Sales Driven Marketing Specialist

Strategic Planning & Implementation

Developing High Performing Teams



→ Mum of one

→ Loves family, friends, fitness and food

→ Passionate about helping others



We're creating a sense of community and starting the conversation, so we can come together and help each other with ideas, solutions, maybe a little humour.

We are all humans facing the unknown.

So here are a few things we thought could be helpful for ourselves and also our business as we work through uncertain times.

What the bloody hell is in front of us and how will we get through this??

The truth is, no one knows for sure what we are facing but there are some things we do know.

You can only be in charge of yourself and how you respond to any situation at any given time



IT
STARTS
WITH
YOU

BEING
POSITIVE IN A
NEGATIVE
SITUATION IS
NOT NAIVE. IT'S
LEADERSHIP.

By Ralph Marston

Stress



Where are **YOU** at?

- Have you been taken into emotional state of reactive responsive
- Are you allowing yourself and your business to enter the vortex of panic and overwhelm?
- Stress - affects you within minutes
 - ◆ Severely clouds your mind
 - ◆ Inhibits clarity and the ability to make good decisions.
 - ◆ Your blood pressure begins to rise;
 - ◆ Your immune system is immediately under pressure.
 - ◆ Becomes unhelpful; it stops you in your tracks.



Prepare yourself

- Keep Fit & Healthy
- Daily movement for fitness
- Daily stillness – Breathe
- Daily Preparation & Goal Setting

Lead the communication

Avoid Isolation

Stay connected

Check in on your people

Set up Zoom, Skype, WhatsApp chats

Rely on trusted sources for your information

Stay composed

Awareness, perspective & your mindset

Keep Positive

- ➔ Keep a sensible, logical and rational take on things.
- ➔ Avoid letting fear take over
- ➔ Accept and respect feelings
- ➔ Your team and your customers are looking to you and watching how you respond to everything.

Kindness & Gratitude

Community service breeds well being.

Acts of Kindness and thoughtfulness – Serve others

Show Gratitude

Shop local please!

Let's come together and support each other.



Move your body

Set goals and plan every day

Only focus & activity that is serving your goal

Allow your mind to reset and clear it throughout your day as you move from task to task and conversation to conversation

Reset - simple breathing

Think about what you CAN do rather than what you CAN'T

Be aware – choose how you respond to other people and information

Breathe for 60 seconds before making any decision

So, you hope you can take on the
challenges ahead?

Perhaps come out in better
shape than today?

Sustainability & Growth

Revert to your Core Values & Purpose Always

Set your Objectives & Goals

Create the plan

Resources

Communication

Activity - Intent & Purpose

External Factors



4 Driving Factors for Business Continuity

1. Strategic Plan - Growth
2. Your People - Your firepower
3. Cash Flow - Your lifeline
4. Implementation - Profit & productivity

Strategic Plan

Set your Objectives & Goals

Key Financial results & deliverables, sales & profit *Quarterly at this
time

Plan Priority Activity – Action Steps *Monthly, Weekly

Accountability & Disciplines *Weekly, Daily

What does success look like?

Response Management

Communication plan

Accountability Champion

Your People - Capacity & Capability = your breakthrough game plan

Assess your Strength & Power

Look across the business - Opportunity & Hurdles

The right people in the right seat

Create & Innovate

Encourage creative thinking

Seek counsel with your experts

Cash Flow

Consider & prepare

Business Continuity

Right now, next weeks, months

Potential influx & lulls

Get everyone on the same baseline

See Clarity - Reporting & Data

Be Nimble - Daily Preparation & Goal Setting

Understand your blind spots

Implementation

KPI's

In line with Business Goals & Objectives

If it's not measurable, there is no indicator

Focus - Set Priorities

Crystal Focus - Daily Preparation & Goal Setting

Identify opportunities & hurdles

Review results - **Accountability**

Measure Daily, Weekly & Monthly KPI's

Implementation

Lead the communication

Bring clarity and calm

Share relevant information

Present clearly and visually

Keep connected - your team, your clients, mentors, other businesses owners.

Check in on your people and make sure they are ok.

Set up Zoom, skype, WhatsApp chats.

Daily, weekly & Monthly

Leadership = Team Performance

How your team perform working remotely is a reflection of leadership and good process

Engagement – through listening, encouragement, empowerment
















Communication

Allow decision making - trust

Goals & Objectives - Tools

Task name	Assignee	Due date	Status
▼ Goal creation			
✓ Kick off meeting with leadership	David Sands	Mar 6	Complete
✓ Assign tasks to objective owners for drafting goals	Reigan Rea...	Mar 9	Complete
✓ Review draft goals with executive team	David Sands	Apr 3	Complete
✓ Update objectives based on feedback	Reigan Rea...	Apr 15	In Progress
📄 Final approval on team objectives	David Sands	May 4	In Progress
▼ Rollout & internal comms			
✓ Create communications plan to share team goals	Blake Pham	Apr 15	Complete
✓ Post status update in Asana project	Blake Pham	May 5	In Progress
✓ Draft comms post	Blake Pham	Apr 17	In Progress
▼ Tracking & reporting			
✓ Create an Asana Portfolio to track projects towards each objective	Coral Meier	May 6	Blocked
✓ Share objectives Asana Portfolio with other stakeholders	Coral Meier	May 6	Blocked
✓ Set up recurring tasks for project owners to post status updates	Coral Meier	May 6	Blocked
+ Add section			

Reporting & Accountability

Team objectives						
Add Project						
	Status	Progress	Dates	Priority		
 Website redesign	 No updates	<div><div></div></div> 0%	Jan 1 - July 31	High		
 Brand campaign 4 overdue tasks	 No updates	<div><div></div></div> 0%	April 1 - June 30	Medium		
 New product launch 10 overdue tasks	 No updates	<div><div></div></div> 0%	Feb 1 - April 26	High		
 Customer event 2 overdue tasks	 No updates	<div><div></div></div> 0%	May 1 - Aug 15	Medium		
 Social campaign	 No updates	<div><div></div></div> 0%	July 15 - Sept 1	Low		

Communication



We've got this

Manage yourself – Wellbeing & Mindset

Assess and Reset

Goals with a Plan

Communication

Crystal Focus

Agility

Trust & Belief



Business Leaders Republic

Download and share with whoever this might help

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