

# MILLION DOLLAR WOMEN **ACCELERATOR**

## Team

### Main Takeaways

1. Go from doer to leader
2. Create extraordinary systems
3. Core values and company culture

### Homework

- Create SOPs for key processes in your business
- Learn the right way to delegate
- Define your company culture

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## Exercise | Delegation Exercise

Hiring a team frees you up to do your genius work. What are the tasks in your business that give you energy? What are the tasks that zap your energy?

Now that you've identified your Zone of Genius what can you outsource or delegate? Write 5 tasks below:

1.

2.

3.

4.

5.

*Remember to use the Delegate your Way to the Top tool from the Strategy workbook*

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## Business Tool | SOPs

[Click here to access a sample SOP document as a Google doc. \(You will be prompted to make a copy.\)](#)

### Million Dollar Women STANDARD OPERATING PROCEDURE FACEBOOK LIVE – THIS IS A TEMPLATE

Preparation	Julia/Laura
Event Creation	Abigail/Nicole/Laura
Promotion	Abigail/Alli/Nicole/Laura
During the Live Event	Julia/Laura
After the Live Event	Laura

Background: FB Live Weekly events

Purpose: Gather more followers and leads

**Preparation:**

1. Make sure dates and times are correct

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## Exercise | Define Your Company Culture

### 1. What's your BHAG?

*Refer back to your One Page Strategic Plan*

### 2. Define your core values

If you already have a team, it's best to come up with your core values as a team exercise. If you are solo, then come up with the core values for the company you want to be (refer to what you wrote on your One Page Strategic Plan).

#### Sample core values:

**Be creative risk-takers** (Take risks, stay creative, embrace change)

**Keep growing** (Help each other grow personally and professionally)

**Celebrate our achievements** (Recognize accomplishments big and small)

**Unpack our mistakes** (Review what happened and learn from it)

**Keep it balanced** (Maintain work-life balance, humor, and humility)

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Your company core values:

## 3. What's it like to work at your company?

### **Typical Day:**

*Ex: If you work in the office, our hours are 9:30am to 6:30pm and everyone usually takes 30 minutes for lunch or a walk. We think physical activity is important!*

### **Level of Autonomy:**

*Ex: In our company everyone is very self-motivated and works independently. You can work hybrid, so long as we know in advance and it's not days we have an important meeting we need you to be at.*

### **Fun Factors:**

*Ex: We like to do activities together that have nothing to do with work! For example, we have a tradition of the entire team going to the movies every summer. Everyone invites their kids, we see a movie and all go for ice cream together. We also have a monthly book club, combined with a brown bag lunch. To celebrate reaching our quarterly revenue goals, we order in lunch once a quarter after we know whether we made the goal. If we did we order in sushi, and if we didn't we order from the deli. But we celebrate either way!*

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## Business Tool | Job Description

[Click here to access a sample Job description document as a Google doc. \(You will be prompted to make a copy.\)](#)

### Job Descriptions - Sample

#### Community Manager Job description (Emily)

- Monday email
- Booking and confirming guests
- Managing events
- Membership, text, customer service questions,
- Mighty Networks management
- Membership management
- Setting up mentors
- Set up coaching sessions
- Kick off calls
- Sales (upgrading and downgrading)
- Welcome post on MN
- Preferred vendors
- Monday copy to social media
- Assist with planning events

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## Exercise | What Winning Teams Do

1. Weekly \_\_\_\_\_ (*reviews or team meeting*)
2. Good at \_\_\_\_\_ (*diving the plan or setting lofty goals*)
3. Team members have \_\_\_\_\_ every three months (*promotions or reviews*)
4. Company culture that is \_\_\_\_\_ (*unique or unforgettable*)
5. Create amazing \_\_\_\_\_ (*systems or benefits*)
6. Remember to \_\_\_\_\_ achieving revenue goals (*insist on or celebrate*)

*Answers: team meetings, diving the plan, reviews, unique, systems, celebrate.*

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## **Team Takeaways**

## **Notes**