



<p>May 2012</p>	<p>5 Ways to Help Customers Avoid Burnout</p>
<p>Other Helpful Options</p>	<p><i>Leveraging Business Systems That Work</i></p>
<p>Other ways where customers can minimize stress....</p> <ul style="list-style-type: none"> • Ask the Experts at MyExpertNet.org • AskBUZ at BUZGate.org • Ask Gary at NH Dept. of Economic Development 	<p>While running a business can be stressful, here are 5 proven ways to help your customers avoid burnout...</p> <p>#1 Have a business plan - <i>Failing to plan is planning to fail.</i> Thanks to online tools, there are two easy ways for your customers to build and maintain an effective business management strategy; 5-Steps to Self-Employment, and 10-Steps to Venture Success.</p> <p>#2 Manage Cash Flow Weekly - One of the most common reasons why people go out of business is lack of cash flow. This can happen when sales are low, as well as when sales are high because it "<i>takes money to make money.</i>" To minimize cash flow problems, encourage customers set up and maintain a Cash Flow Management System.</p>
<p>Helpful Options for YOU as a Voc-Rehab Counselor</p>	<p>#3 Understand and Track Breakeven - Breakeven is all about knowing whether the business is making more money than it is spending. This means that it is profitable. Working with a bookkeeper, CPA firm or an outsourced CFO can be very helpful in this regard. Directing customers to an easy to use Breakeven Analysis Template is also helpful as it is a way for them to more fully understand what their revenue breakeven level is at any given point in time.</p>
<p>The following options are also available should you require additional support in helping any of your customers with...</p> <ul style="list-style-type: none"> • Review and refinement of Tier I Business Proposal • Review and refinement of Tier II Business Proposal • Direct Customer Consultation support on an hourly basis for further business development guidance <p>Contact us to learn more or to request professional services accordingly.</p>	<p>#4 Use a Time Planning Schedule - There are many different time planning tools available. The important thing is for customers to use one and use it regularly. If there are staff involved. they should also complete and submit a weekly time plan at the start of each week. This practice will help to keep productivity high and stress low for everyone on the team!</p> <p>#5 Surge and Recover - Lastly, avoiding burnout in business (...and in life) is all about balance. Be sure to encourage your customers to make time to step back, shut off the cell phone, ignore email and recover. This may be as simple as taking a walk, a nap, listening to music or just sitting quietly.</p> <p>In summary, these 5 steps are all about helping your customers to proactively run their business versus letting it run them! As always, if you have questions, feel free to AskBUZ. Thank you.</p>

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