



BY CHELA HARDY | [ASKCHELA.COM](https://askchela.com)

5 Ways a Monthly To-Do List Management Meeting Can Grow Your Small Business



Are you a small business owner? If so, you know that staying on top of your to-do list is key to the growth of your company. An administrative employee or a trusted Virtual Assistant can support you in your efforts by helping you 1) *create*, 2) *make sense of*, and 3) *manage* that list.

A monthly to-do list management meeting is more than a dictation of things you need to accomplish in the coming weeks and months. Rather, this interaction is a conversation – a meeting of the minds that includes your admin's expert input on how to prioritize the list and determine what

resources are needed, as well as any details you may not have fully thought through. Holding these meetings regularly can bring measurable benefits that leave you, the owner, with more time to serve your clients efficiently.

Here are five key ways these meetings do that:

Helps you break your big to-do's down into smaller ones

This is a savvy admin's superpower! Breaking down the overall details of a project into a checklist of all the small to-do's, for example, will allow you to run it in an organized and efficient way. A savvy admin makes a concerted effort to understand the scope of work so that she or he is able to skillfully ask the key questions that will help identify the *main* to-do's and *sub* to-do's involved in successfully completing the project. A strategically crafted and monitored to-do list helps point you in the right direction from the start, while keeping you focused along the way.

Helps you track your progress

There are so many moving parts to running a small business that even the most organized entrepreneur can occasionally lose their place on their to-do list. A regular meeting can help you more easily see the status of a project: what has already been done, what still needs to be done, and what next steps will move it forward. Not to mention the real sense of accomplishment that comes with ticking items off a daunting checklist! The empowerment that brings helps you maintain a positive attitude that permeates every area of your business and leads to more productivity – all of which can lead to growth.

Reveals where you may need to delegate or outsource

Have you ever had to lift the hood of your car to examine what could possibly be causing that annoying rattle you hear every time you accelerate? Unless you're a mechanic – or have an affinity for the inner workings of an engine – you very quickly realize that this particular situation is outside of your skill set. Similarly, a meeting of the minds over your to-do list may lead to the realization that – as impressive as your personal skill set may be – you simply don't have what's needed to accomplish a

task on your own in one or more areas of your business. You may need to delegate or outsource to someone who can do it better than you ever could, which leaves you more time to serve clients efficiently, or even pursue new business.

Helps you determine if your timeline needs to be adjusted

Even with a solid team in place and the best of intentions, you may still find that your understanding or perception of what it would take to see a project through was woefully miscalculated. Your to-do list meetings may reveal that an adjustment needs to be made to your original timeline – one that will help you deliver the top-line service you promise to each client. While that realization may at first seem disappointing, it may quickly turn to relief, allowing you to refocus, re-energize, and re-strategize. Course correction in business can illuminate a much clearer path to overall business growth.

Helps you complete the task

Checking off that last box on your checklist as you wrap up each project...that's what *keeps you in business*, keeps people *talking about your business*, and keeps you *enjoying being in business* year after year. Consistent to-do list meetings with your admin or VA can help you regularly and skillfully navigate through and reach the finish line of any project you take on. This simple approach in your business lowers the stress level that kills your productivity and lessens that feeling of always being behind the eight ball or under the gun. The resulting work product – and happy clients – can lead to more work and partnership opportunities.

And that's how you grow a business!

Chela Hardy owns AskChela LLC, a virtual assistance firm that offers Clarity Calls to solopreneurs to help them organize their business to-do lists so they can efficiently focus on scale and growth. Book your session today at www.AskChela.com/bookaclaritycall.