

Business process

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December 21, 2025 — 77e1b28a

1 Overview

The following is a list of things I do at regular intervals regarding my business in the hopes of improving how well it works.

2 Lifetime

- Plan how the business will be when it is “finished”, then backtrack to the present and plan how you’ll get there
- Define the business you want and then start implementing it from day one

3 Yearly

- Reflect on the year that completed and determine what you want to get rid of and what you want improve
- Plan the high level goals for the year to come

4 Monthly

- Find what the 80/20 of the business is at the moment and plan the month with that in mind
- Track the progress of the overall goals
- Review/Update the business process
- Figure out where time is wasted and work to get rid of that time
- Try to automate as much as possible / Look for things that are worth optimizing
- Find things you can innovate on (things that are mundane but could be changed in order to improve something)

5 Weekly

- Do a problem/root cause analysis on any issue that is occurring enough to be a problem

6 Daily

- Quantify everything you can, then track/measure it (with proper statistical analysis)
- Evaluate different changes and their impact
- Figure out what is **The Best Way** to do everything
- Note everything that is a problem (so that you can fix it while doing a monthly review)
- Test ideas
- Work on making the process/results predictable (by the customers)