



**CIRCLE VIEW**

EVERYTHING ANYWHERE



# ***Self Running Company Framework & Checklist***

***Konnectic Energy LLC***



CircleView.App



Hi, I'm Kiara Thomas. I run a software company called Konnectic Energy. We build software that helps businesses grow with great synergy and efficient processes.

This Self Running Company Framework will help you build a team that gets the job done. You'll begin to feel supported and energized by your team instead of burdened by them. Your team will be an army of self-motivated goal crushers.

We are proud to introduce our newest software: Circle View. It helps manufacturing operations managers improve their team's efficiency without needing to be onsite. Circle View provides a single touch point for operations management that will maximize productivity.

You'll want a tool to support your rapid shift in productivity. When you're ready, schedule a Circle View demo.



*Kiara Thomas*

CircleView.App



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## Efficiency Starts with Focus

Being efficient means achieving maximum productivity with minimum wasted effort or expense. Creating an efficient team begins when you minimize the focus of individuals to specific goals and metrics in a way that multiplies their possibility of success with minimal effort. These goals and metrics cascade from your company vision, and when they are met the collective experiences a domino effect of wins.

### Efficiency Model

Less Time	Less Effort
Less Spend	More Wins

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## Make the Vision Clear & Accessible for Reference

### Week 1 - Plan

As the Operations Manager, you should know your company's vision, goals, and objectives backward and forward. You have to be able to convert a business plan into daily/weekly/monthly processes, tasks, and goals. But your job doesn't stop there. You have to articulate this to your team on a regular basis and equip them with the tools to strategize with you.

Here are some tactics:

- ❏ Share the company business plan with your team.
- ❏ Draw models and process maps that are easy to explain.
- ❏ Set milestones that can be referenced daily.
- ❏ Clearly define roles to minimize confusion.



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# Equip Your Team To Be Goal Setters and Task Crushers

## Week 2 - Equip

Efficiency has to be a collective goal. It has to become everyone's passion. With this in mind, create an environment where they feel supported yet challenged to reach their max potential. Set SMART goals (Specific, Measureable, Aligned with Values, Realistic, & Time Bounded) and give your team the freedom to create personal strategies, based on their strengths, for reaching them. Don't micro-manage. Simply monitor metrics and meet with them regularly to discuss their progress and challenges. Offer advice and keep them abreast of company changes.

Teach your team this Time Management method by Rory Vaden:

### The Focus Funnel™

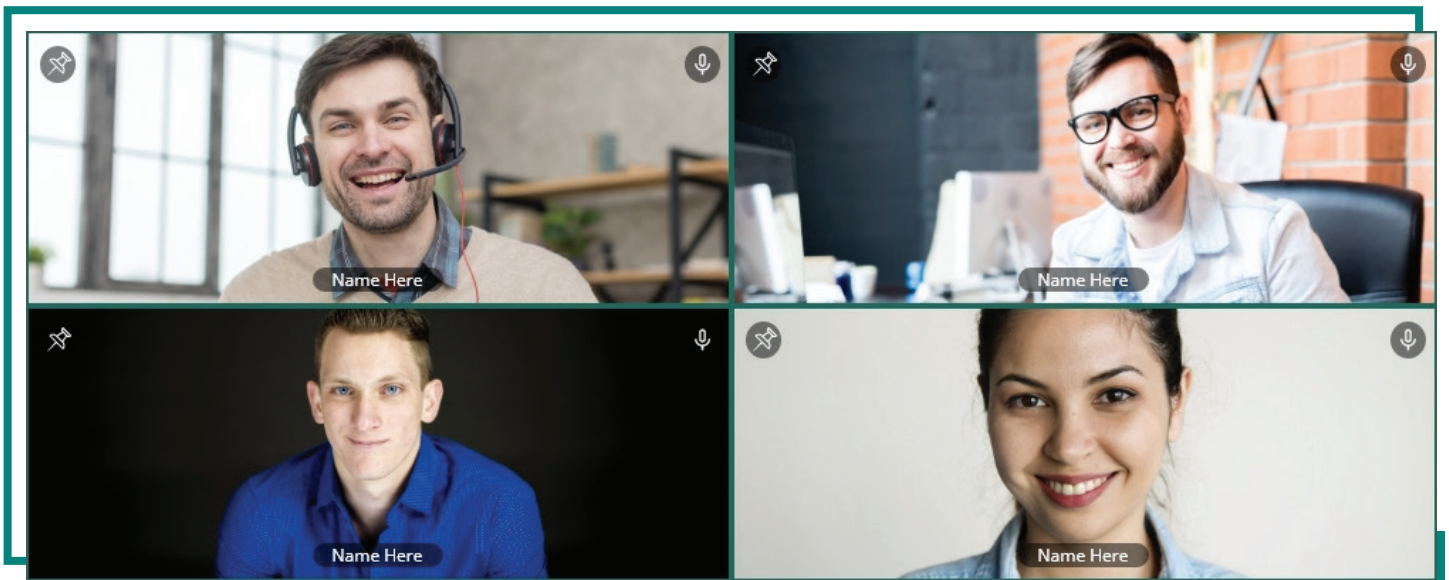


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## ***Demonstrate Integrity and Strong Leadership with Two-way Accountability***

### ***Week 3 - Accountability***

Everyone must operate at max efficiency, including you. Hold yourself accountable for providing your team with the tools they need for reaching goals and objectives. When confronting individuals on your team about performance, let them know that you care about their problems and request they tell you if you had any part in creating them. Be quick about getting them what they need following the conversation. This will earn you their respect, create a safe space for critical communication, and show them that you place a high value on integrity.



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# Build Team Strategy Around Maximizing Output with Minimal Input

## Week 4 - Maximize Output

Reach your goals faster, with less effort, and with minimal cost by putting efficient processes in place.

Ask yourself and your team these questions:

- ❏ How can we do this in less time?
- ❏ How can we replicate this with less effort?
- ❏ Can we minimize our spending in this area?
- ❏ Can this process be smoother?
- ❏ Do any of you believe your strengths are a good match for this task?
- ❏ Can we outsource this?
- ❏ Can software be used to automate this task?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Jan	2			5
6	7	8	9			12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Task:

Task:

Goals:

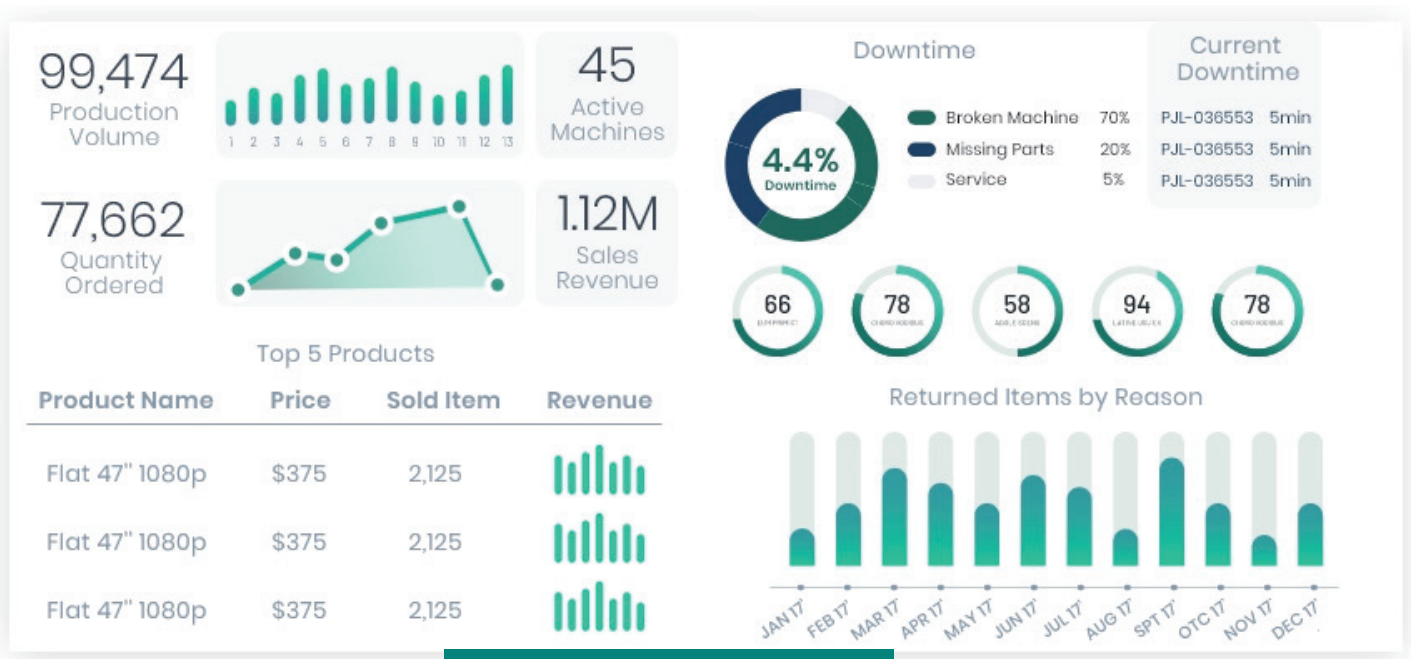
Milestones:

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## Monitor Key Metrics and Celebrate Wins

### Week 5 - Monitor & Celebrate

Keep your eyes on the prize. Each team role should have measurable (quantitative) goals that align with key metrics for your company. Monitor metrics using a dashboard. When numbers reflect poorly, you will be able to discover the problem by evaluating your team's performance and discussing challenges. Then you can create strategic solutions on an individual or team level. On the other hand, when numbers are great you will be able to build team morale by celebrating the team's effort. Make a huge deal out of each win.



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## Checklist Items

### Week 1 - Plan

- ☐ Get an updated copy of your company business plan.
- ☐ Read each applicable section and take notes.
- ☐ Extract goals and milestones.
- ☐ Determine Key Performance Indicators.
- ☐ Draw models and systems for reaching your company's goals.
- ☐ Create a dictionary that explains your models.
- ☐ Extract Core Operations such as Facilities, Machines, & Tools, etc.
- ☐ Write down Key Stakeholders and Roles.
- ☐ Get pictures of your team and list their responsibilities and roles/positions.
- ☐ Create a budget allocation spreadsheet.
- ☐ Put everything into one report and send it to each team member.
- ☐ Revisit this plan often and make updates and changes as needed.

### Week 2 - Equip

- ☐ Revisit your company goals and milestones.
- ☐ Put them into a calendar and share it with your team.
- ☐ Compare your Key Performance Indicators with your team's responsibilities.
- ☐ Determine what each team member needs to do in order to perform well.
- ☐ Breakdown these KPIs into Daily/Weekly/Monthly SMART Goals for each team member.
- ☐ Explain to your team that personal strategies for reaching these goals are up to their discretion.
- ☐ Teach them the Focus Funnel Method.
- ☐ Have each team member assign themselves daily tasks.
- ☐ Monitor their progress and meet regularly to discuss challenges and strategy.

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### Week 3 - Accountability

- ☐ Set up a dashboard for monitoring KPIs daily.
- ☐ Share it with your team.
- ☐ Make tasks, milestones, and goals visible to everyone.
- ☐ When a team member shows poor performance, schedule a confrontation meeting.
- ☐ Demonstrate concern about them and their challenges.
- ☐ Request that they tell you if you have not provided them with what's necessary to perform well.
- ☐ Provide them with the proper tools quickly following the meeting.
- ☐ Make sure they know that you are available for support when they need it.

### Week 4 - Maximize Output

- ☐ Explain to your team that your personal goal is that everyone works as efficiently as possible.
- ☐ Show them the Efficiency Model.
- ☐ Establish a set of questions to ask, yourself or your team, in order to remain efficient. (See examples above.)
- ☐ Repeat these questions often during strategic conversations.
- ☐ Make them a core part of your culture.

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## **Week 5 - Monitor & Celebrate**

- ☐ Schedule at least two times per day to review KPIs, team tasks, and goals.
- ☐ Ensure that KPIs are high performing daily.
- ☐ Ensure tasks are being completed weekly.
- ☐ Ensure goals are being met daily/weekly/monthly.
- ☐ When an issue is discovered, quickly message your team member about the issue.
- ☐ If the issue cannot be resolved and further discussion is needed, schedule a time to meet.
- ☐ Take note of high performing KPIs and message the team member responsible right away.
- ☐ Make these wins known to the entire team.
- ☐ Celebrate that team member.

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## ***Need A Single TouchPoint for Operations Management?***

We have the perfect software for you! Circle View helps manufacturing operations managers improve their team's efficiency without needing to be onsite. You and your team can accomplish the following six daily jobs:

- Visualize your processes and systems
- Work and Delegate
- Effortless Communication with your team
- Schedule Group Meetings with Ease
- Monitor daily metrics
- Consistently Document and Report

*Want to automate this process?*  
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