CAPACITY EFFICIENCY FLOW

Reducing waste and costs through machine learning

01

Measure Your Current Capacity

Understand what's really going on.

- Total available hours (you + team)
- Actual time spent per client/service
- Where time is being lost

02

Identify Capacity Leaks

Spot where time and energy are being wasted.

- Rework / errors
- Chasing clients
- Unclear processes
- Constant interruptions

03

Remove Bottlenecks

Find what is slowing everything down.

- You as the decision-maker
- Tasks waiting for approval
- Poor handoffs between team
- One person holding everything up

04

Standardise Workflows

Make work repeatable and consistent.

- Document processes
- Create step-by-step workflows
- Ensure everyone follows the same system

05

Strengthen Delegation & Ownership

Get work off your plate properly.

- Clear task ownership
- Defined "done" standards
- Reduce reliance on you
- Build team confidence

06

Optimise & Repeat

Keep improving as you grow.

- Review what's working
- Adjust systems
- Refine workflows
- Increase efficiency over time

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