



## Ten steps to best business – the power of information best practice

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The **Ten Steps to Best Business** methodology sets up an intelligent network based on the philosophy of business information organization or BIO. BIO is order and control of business information using the computer and the business computer network as a management tool.

The results of this approach are extraordinary and empowering with benefits in productivity, a culture of compliance and well resourced workers and teams.

Outcomes that may be expected from applying the **Ten Steps to Best Business** strategy and for businesses, institutions, government departments and agencies taking on this methodology are:

- Management knows that documents and files on any subject and in any format are in their right place. Any manager knows that what is there is what should be there and what is needed is a matter for constant review.
- All aspects of compliance and policy have been identified and staff have what they need to know what to do and what not to do at all times. Background information is available immediately to assist with their understanding and training.
- Policy and procedures, templates, manuals, reporting structures and guides are there to support the work of each staff member and of groups. Compliance is always identified and explained.
- Training needs are identified and training created, managed, stored and accessed by staff when and where they need it. Training is continuous
- Projects are located with resources created and used or with links to their location. The combined knowledge of the unit, including information relevant to the delivery of training, is automatically logged by its staff as they work.



- Links are available to resources elsewhere in the organization and to related work being carried out by other people and groups anywhere that it is relevant.
- Emails carry links not attachments. Duplication of files and of effort is a thing of the past. Version confusion no longer occurs.
- Paper files are described and stored in the same order as computer based information. The movement from one to the other is determined by work groups and logged for everybody's convenience.
- Sections of the computer network have special backup and security arrangements and these are determined by content and the needs of the business.
- Groups manage the integrity of the information storage system with file naming conventions in place and working well.
- The business continues to see significant cost savings in storage and staff time. Huge costs in finding materials have disappeared. Less paper is generated and both equipment supply and operational costs are reduced.

**Ten Steps to Best Business** is a business management strategy designed and developed after working with a number of businesses of various types and sizes. The steps were refined after watching as they took advantage of this new way of approaching their business information management totally in control. But this was only after senior management or the owners decided that this was the way they would manage for the future.

There are very good reasons for business to look at the opportunities offered by this technology. It is time to debate whether the one-size-fits-all information management strategies that are provided with the equipment and in currently available systems for purchase that use virtual organization are really what the business world needs.

This is a time of major developments in the technology but no sign of major developments that will support and protect every business like commonsense practices of order and control will do. There are only signs of more virtual order and more virtual control that cannot manage a real business and help with chaos prevention



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