

## Do I need a business process?

“To be or not to be?”, asked William Shakespeare. This question is relevant when we are deciding whether to make something we do in our business a formal process.

Formal processes and systems help us streamline business. They help us save time and effort, ease communication and can impact the bottom line. Yet not everything needs to be a formal process. Taking the time to carefully consider what, when why and how is imperative for developing a formal process. This flow chart is designed to help you think through the initial decision.

