Why clear paperwork makes business easier

Description

The truth is that most people donâ??t exactly love paperwork â?? it feels dull and slow, and if youâ??re busy running a business, itâ??s very often the last thing youâ??ll want to think about. However, the thing is that good paperwork can actually make your life much easier because it helps you stay organised, avoid problems, and keep things running smoothly. With that in mind, keep reading to find out more.

People forget things

When you talk to someone and make a deal about anything, whether itâ??s money, dates, work, or anything else, itâ??s easy to assume youâ??re both on the same page, but itâ??s crucial to know that people forget â?? not on purpose â?? and that sometimes, people remember things differently.

Thatâ??s why it helps to write things down, and when everything is clear and backed up on paper, itâ??s easier to look back and know exactly what was said. Not only is that something that can jog peopleâ??s memories, but itâ??s also a good way to stay on the right side of the law, just in case something goes wrong.

It stops small problems becoming big ones

Without paperwork, little things can turn into big problems â?? someone says theyâ??ll pay on the first of the month, but they donâ??t, for example, or someone says you promised one thing but you remember it differently, like we said above.

Of course, if youâ??ve written it down, you donâ??t have to argue â?? you can both just check what was actually said, and thatâ??s going to save time, stress, and sometimes even money, which is always a good thing when youâ??re trying to run your business and grow it into something successful.

It saves you time

It might feel like writing things down takes time, but in the long run, it saves more when you add it all up. After all, if youâ??ve got clear paperwork, you donâ??t have to explain the same thing again and again â?? people can read it for themselves, and itâ??s all done.

When things are clear, you donâ??t get as many questions either, and thatâ??s another good thing â?? although itâ??s good to explain what you mean, and itâ??s great if people are comfortable enough to ask questions at all, itâ??s still time consuming to explaine everything, so if you donâ??t have to, thatâ??s even better. Plus, clear paperwork also means you donâ??t have to fix as many mistakes because everything was set out properly in the first place, and that means you can spend more time on the work you enjoy.

It makes you look professional

When your paperwork is tidy, people trust you a lot more because it shows you take your work seriously and care about doing things the right way. Thatâ??s worth its weight in gold because itâ??s going to prove that youâ??re going to take care of your customers and your employees, and when youâ??ve got trust, youâ??ve essentially got the main ingredients for success.

You donâ??t need to use a lot of jargon to make it look good, and a lot of the time, thatâ??s a bad idea â?? it can take away some of the trust because it can seem dense and confusing. Some people might even assume youâ??re trying to hide something in all the fancy language. So make sure you keep things as plain and simple as you can, and in that way, people will know exactly what you mean right from the start, which is an easy way to build that all-important trust.

It helps when you grow

When youâ??re just starting out, you might only have one or two clients or tenants, but what happens when youâ??ve got ten? Twenty? A hundred? Suddenly, there will come a point when trying to remember everything thatâ??s happening and everything you need to do (and by when) is impossible if youâ??re not writing things down.

And itâ??s not just a case of writing things down either â?? itâ??s a case of putting good systems in place to ensure that you can repeat a process thatâ??s actually working time and time again. Thatâ??s going to help you grow because itâ??s going to keep everything going in the right direction, but itâ??s also going to mean that you can take on staff or freelancers to help you because youâ??ve got processes in place for them to follow from the start.

You can use helpful tools

You donâ??t need to start from scratch every time you need to do something, which is great news for any busy business owner. Thatâ??s because there are tools out there that can help â?? a lease agreement template, for example, can make it much quicker and easier to put together a rental agreement because it gives you a base to start from and reminds you of the things you shouldnâ??t forget.

Whatever kind of work you do, thereâ??s probably a template or tool that fits, so youâ??ll need to do some research and then just choose one thatâ??s simple and works for you.

Donâ??t try to sound too clever

Some people think paperwork has to sound smart of legal, but that kind of thing can just make it confusing, and long sentences and big words donâ??t always help (in fact, most of the time they hinder).

The best thing to do is to write the way you talk and always say what you mean â?? what you want is that if someone else reads it, theyâ??ll understand it right away without having to ask a million questions or potentially get the wrong end of the stick. And if thatâ??s the case, youâ??ve done a good job.

Look over it now and then

Itâ??s important to remember that even good paperwork can go out of date â?? maybe your prices have changed, or perhaps itâ??s the rules that have been updated, and so on. Thatâ??s why itâ??s a good idea to check your paperwork from time to time and read through it like someone new might.

Is it still clear? Does it still make sense? It might be that a few small updates now can save you a lot of time and worry later on.

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