🧱 MODULE 5: SMART BUSINESS SYSTEMS FOR CREATORS

Streamline your workflow with repeatable systems and client-ready processes.

This module shifts your focus from just creating content to **building a sustainable backend** for your creative business. Whether you're freelancing, launching digital products, or managing multiple platforms, you'll learn how to create **repeatable workflows** that save time, reduce stress, and make your projects scalable.

✅ WHAT YOU'LL LEARN

- **Organize your creative business like a pro**
  → File systems, project trackers, and simple automation tools.
- **Design repeatable workflows for content creation**
  → From idea to publication with less chaos.
- **Create client-ready processes**
  → Smooth onboarding, clear communication, and easy delivery.
- **Build a basic system for digital products or services**
  → Templates for invoicing, proposals, or deliverables.
- **Understand when to automate vs. when to stay hands-on**
  → Save time without losing personal touch.

✅ TOOLS & TEMPLATES

- **Google Drive or Notion** → Organize projects & assets
- **Trello or Asana** → Simple project management
- **Canva Folders** → Keep brand visuals consistent
- **Zapier / Make** → Automate repetitive tasks
- **Simple CRM templates** → Track leads, clients, or collaborations

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✅ PROJECT PROMPT

Set Up a Mini Business Hub

- Create a **Project Dashboard** (Notion, Trello, or Google Sheets)
- Organize your **content library** into labeled folders
- Create **one reusable workflow template** (ex: social post checklist)
- If you work with clients, create a **1-page onboarding sheet**

✅ BONUS TIPS

- **Start simple.** Overcomplicated systems create friction instead of clarity.
- **Document your process.** A simple checklist today becomes a workflow template tomorrow.
- **Think ahead.** Even if you're solo now, build with future collaborations in mind.

✅ DOWNLOADABLE RESOURCES

- **Mini Workflow Template (PDF + editable)**
- **Client Onboarding Sheet Example**
- **Content Calendar Template**
- **Automation Quick Start Guide**

✅ BY THE END OF THIS MODULE

You'll have **organized systems that make your creative work easier, faster, and more professional**—whether you're scaling your own projects or managing clients.

NeWave MediaPlus
Ride the Wave of Creation

📧 **Contact:** eduwesternpublisher@gmail.com
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