



THE EMBROIDERY COACH

“9 Steps To A Profitable Embroidery Business!”
Phase 1-Organizational System
Step 3
Creating A Workflow Floor Plan

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Phase 1 Organizational System

Step 1
Goals, Planning and your Current Financial Status

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Phase 1 Organizational System

Have you created your Goals & Plans for this week and for each day of the week?
Remember, if you do not write it down, it does not happen!

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Phase 1 Organizational System

Step 2

Order Taking Process and the Production Process

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Phase 1 Organizational System

Do you have all of the forms downloaded & are you using them in your business?

Getting totally organized must be done in order to have a profitable embroidery business!

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Step 3-Creating A Good Work Flow

**Creating a good floor plan for your embroidery work room
Creating Step by Step Instructions for each process in your business!**

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Step 3-Creating A Good Work Flow

Without a good work flow plan, you will be wasting a lot of valuable time!

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Phase 1 Organizational System

In a good work flow the work runs very efficiently from one area to the next and without it there are too many wasted steps from one job process to another

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Separate Section For Each Process

- Office Area
- Design Preparation
- Hooping
- Finishing
- Shipping

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Order Of Work Flow

- **1-Order Processing**-Taking the order, Logging In, Order Products
- **2-Receiving**- Receiving should be located as close to the incoming door as possible.
- **3-Staging**- Received orders waiting for the prep work and hooping.

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Order Of Work Flow

- **4-Prep/Hooping** - where they are hooped and placed into baskets or bins ready to be transported to the embroidery machine.
- **5-Staging** 2- Hooped-Ready for the Embroidery Operator.

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Order Of Work Flow

- **6-Embroidery Machine Production**
- **7-Finishing** - Garments are trimmed and packed. The packed garments are then ready for Shipping
- **8-Shipping or Pick up**

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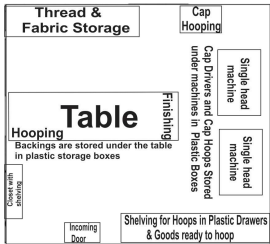


Organized Work Space



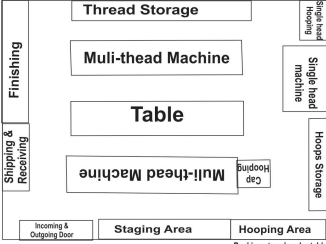
embtrainingresourcecenter.s3.amazonaws.com/organizing-your-workspace.mp4
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Floor Plan For First Home Shop

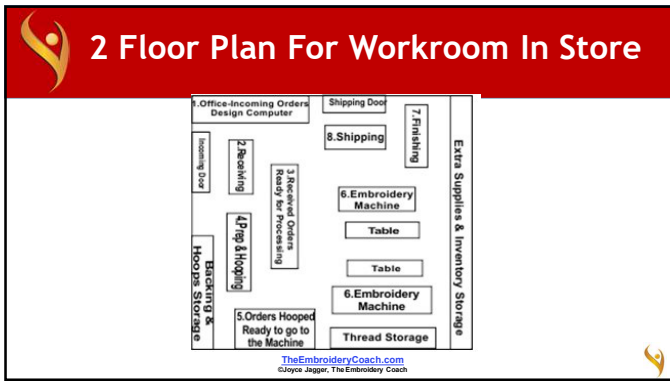


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Floor Plan For Workroom In Store



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- Adding Other Areas**
- Office In Another Space
 - Additional Storage Area in Basement
 - Shelving Unit inside of closet to store blank goods
 - Sewing banners in Basement area
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- Creating A Blue Print**
- Draw out room to scale on Graph Paper
 - Draw out and cut out all equipment pieces that take up floor space
 - Move pieces around to fit-glue in place
 - Repeat process each time you add new equipment
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Storing Supplies

- Supplies stored in each work area that are applicable to that area
- All extra supplies stored in **Supply Storage** area
- Thread stored close to machines

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Step by Step Instructions

Process Manuals

- Start with “Taking an Order” process
- Do Not Complicate it - Keep it simple!
- Write down each step in process
- Store in 3 ring binder in proper area

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Office Processes

- Creating your invoices
- Taking credit card payments
- Ordering your Products & Supplies
- Taking an order over the phone
- Taking an order in your place of business
- Payroll

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Other Processes

- Design and Artwork preparation
- Production Process
- Hooping Process
- Which backings to use
- Programming the Embroidery Machines
- Finishing Process
- Shipping Process

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Creating Step by Step Instructions

- Only create it as you are going through the process
- Do Not attempt to try and think it through- You will forget steps!
- Give the manual to someone to see if they can go through the process

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Completed Manuals

- Easy to train all new employees
- Helps to make each department run smoother
- Everyone one in operation on same page

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Keeping Track Of Each Step

Each movement within your business is costing you money and should be accounted for.

Without planning and keeping track this is impossible!

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2 Main Goals For This Week

Create Your Floor Plan & Start Creating Your Process Manuals!

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Step 3-Homework

- Create Your Weekly Plan!
- Create Your Floor Plan
- Start Creating Your Process Manuals

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Step 1-Creating Your Baseline

This is Joyce Jagger, The Embroidery Coach

www.TheEmbroideryCoach.com

and I look forward to teaching your
**Step 4 of "9 Steps To A Profitable
Embroidery Business!"**

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