

## From The Editor...

**Business 101.** Many of the businesses I have dealt with over the years have not done some basic Business 101 tasks, and in numerous cases this omission has come back to haunt the owners. The specific Business 101 task that I am referring to in this article is a Business Organizational Chart. If your business was a one person firm when you started out, overlooking an organizational chart was not a big deal; however, as any business grows and employees and managers are added, an organizational chart is a key document that should be completed, updated, and expanded as conditions warrant.



Why is an organizational chart so important? A well-thought-out and designed organizational chart provides employees the chain of command and line of communications that must be followed in any business. Most employees like structure and direction. If employees do not know who they report to or how to communicate in any business, things can quickly get out of control. It has been proven most people hate change. When structure is introduced after years of operating in an unstructured environment without clear reporting and communications lines, there will likely be a lot of push back and discontent in the ranks, so to speak. Why create a problem, like this when the problem can so easily be avoided in the first place.

What better time to create, update or expand your business organizational chart than at the beginning of a new year. If you need assistance with this Business 101 issue or other Business 101 issues, seek out an experienced business leader or mentor for your Company: contact a **Silver Fox Advisor**. Remember, having experience on your side always helps.

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