



5 TIPS TO REMOVE THE HEADACHES OF WRITING MANAGEMENT REPORTS



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THE BIG HEADACHE FOR BUSINESSES EVERY YEAR IS DOING MANAGEMENT REPORTS.

How do they get on top of all that complexity? There is no doubt that these reports are causing a lot of stress. And who has the time?

Your podcasts are an effective portable, convenient, and intimate way to deliver and produce content and build ongoing relationships with clients and employees, and to attract new clients.

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Start podcasting today and get time back while becoming a thought leader and influence in your chosen niche.

Here are the 5 tips to remove headaches from writing management reports.

1 – FOCUS ON FIVE KEY AREAS.

There are [five key areas](#) for management reports.

The five areas I focus on are:

1. Strategy
2. Financials
3. Employees: Client
4. Employees: Customer Perspectives
5. and Governance

I make sure there is a paragraph on each.

2 – CONDUCTING RESEARCH

Most reports will require me to collect a [store of data](#) that directly relates to your topic.

I make sure to interpret and format the data that people will understand I will create charts, graphs or timelines that make your raw information easier to comprehend.

3 – IDENTIFY THE KEY DRIVERS

The best management report's identity [key drivers](#).

These include sales revenue, gross margin, productivity, website views and customer inquiries, pipeline volume indicating sales leads and target goals, machine downtime, training sessions attended) and lag indicators, machine output and number of accidents

I go into each in detail.

4 – ACCOUNTING ISSUES.

Tackling the [accounting issues](#) allows the executives to deep dive into the financial standing of the company.

I focus on key sectors of the business which allows me to get into the details and analyse the drivers of your business. It allows me to get into stuff like sales revenues, margins, accrual of debtor provisions and identifying bad or doubtful debts

5 – CHECKING DATA

I always make sure my information is accurate.

I also carefully choose my words so that it can deliver your intended message to the target audience. The report needs to be balanced with different arguments and ideas and the key information and arguments lead to the conclusion.

Writing the report takes a lot of time and effort. My methods work just as well with annual reports so if you need any help with your annual report, I can do that too.

So, what can I do to make it to solve your problem?

I can do it in three ways:

1. I am an experienced research-based writer so give me the data and I will turn it into a comprehensive report
2. I have years of experience cutting through jargon and explaining things in an easy-to-understand way
3. I am an experienced business analyst so I will identify areas that are the most important.

So here I am solving your problems and making your life easier.

I have lot of experience, more than 20 years of working as a business journalist for outlets like The Age, Sydney Morning Herald, The Australian, Business Spectator, AAP, Management Today, In The Black, Charter, and CFO. I have also worked for Pitcher Partners and William Buck and my clients today include Banking Day and McKinsey. I also have a PhD.



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