

6 tips for accelerating media contract processes

Q 1. Standardize templates

Write standard templates for each of the many different types of contracts you regularly need.

Q 2. Establish timelines

Schedule details the milestones and deliverables at each step, clearly laying out how long each party will have to complete the required tasks.

Q 3. Centralize contracts

Having a centralized repository provides a foundation that makes many other optimization opportunities available.

Q 4. Optimize workflows

Consider ways to streamline, while minimizing risk for the organization.

Q 5. Automate workflow

Whenever possible, look for opportunities to automate your processes.

Q 6. Track key metrics

When people know that something is being measured, they naturally try to improve it.

