



Business Assessment

Assessments provide a framework to learn more about yourself. You will find you have natural aptitudes for many areas of your work and your life - typically, these are the areas you find most meaningful in life. You may also find some areas which need improvement. Once you have completed the assessment you can make conscious decisions for how you will spend your time.

Business Assessment	Excellent	Good	Average	Needs Some Work	Needs Improvement
Written Business Plan for the next 90 Days					
Workable Business Plan for the next 90 Days					
Strategic Clarification of your Goals					
Daily Activity Level					
Professional Competency					
Business writing skills (letters, proposals, contracts)					
Knowledge of technology (Outlook, Excel, Word, PowerPoint)					
Marketing strategy (compelling story - crushing offer)					
Distinctive branding					
Identifiable brand image (brochures, letter head, website)					
Financial understanding (P&L, balance sheet, cashflow)					
One-on-one communication skills					
Public Speaking Skills					
Business etiquette					
Time Management & Organization Assessment					
Do you have a written daily plan of action?					
Are you effectively using repeatable processes & systems?					
Is your work space organized and clutter free?					
Method to prioritize and accomplish Unfinished Tasks					
Planning complex tasks and executing them					
Ability to start and fully finish every task					
Work / Life Balance					
Do you have the appropriate time to accomplish those tasks?					
Personal Assessment					
Understanding of Purpose, Passion and Driving Force					
Defined values and knowledge of what is most important					
Personal goals for life					
Do you have a clear vision of where you will be in 90 days?					
Listening skills					
Emotional intelligence					
Overall health					
Exercise					
Weight					
Sleep					
Stress level					
Relationships					
Faith					