

THINK

This is a sample of questions from our initial Think Questionnaire designed to really dig into your business to discover what you think of the business as well as what potential issues are.

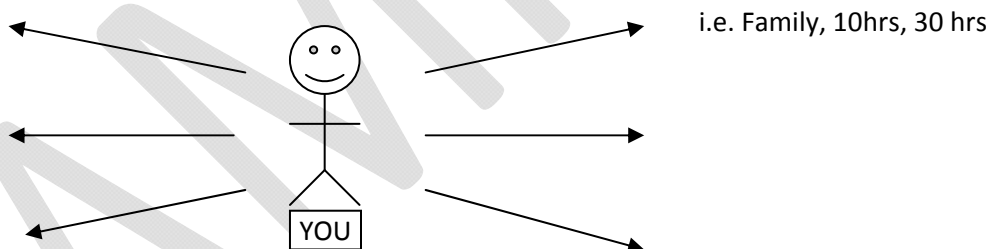
Now it's time to THINK about YOU and YOUR business from all different perspectives so together we can assess how YOU are going, as well as how YOUR business is going. From this information we can determine where you would like to be and provide help on how to get there...

YOU – all about YOU!

How 'alive' are YOU? Draw your position on the 'Alive' Index:



Below, write what it is important to you and the amount of time you get to spend on each item each week (168 hours), followed by how much time you would like to devote to each item. Remember to include sleep!



Owner – all about YOUR Business

Do YOU enjoy owning and operating your business? Yes / No / Undecided
If so, why and if not, why not?

What did YOU want to achieve when you first started your business?

What are the challenges YOUR business faces right now?

People – YOUR Business Culture and Staff

Highlight the words below that YOU feel best describe the current culture of YOUR business?

Happy	Satisfying	Depressed	Enthusiastic	Flat	Keen	Uncomfortable
Evolving	Proactive	Conflicting	Sneaky	Reactive	Goal Seeking	Involved
Family Focused	Appreciative	Welcoming	Participative	Ethical	Professional	Successful
Generous	Helpful	Intelligent	Flexible	Diverse	Adaptive	Respectful
Intimidating	Unmotivated	Stale	Cooperative	Assertive	Motivated	Obliging

- Does every employee operate at their full potential? Yes / No
- Are all employees listened to and encouraged to be involved in the business? Yes / No

Draw your employee structure / hierarchy (including YOU). Indicate which positions are filled (✓) and which have job descriptions (JD).

If you were to unexpectedly have time off, how well do you think YOUR business would operate without YOU?

Poorly		Success of Your Business Without You						Fantastic	
1	2	3	4	5	6	7	8	9	10

Systems – Your Policies, Procedures and the way you Conduct your Business

- Are the current systems / equipment sufficient to cope with current workloads? Yes / No
- Do you have documented policies and procedures? Yes / No
- Are these policies and procedures regularly referred to? Yes / No / NA

Do you receive client feedback and if so, how do YOU deal with both positive and negative feedback?

How aware are YOU of YOUR business's competitors and their strategies?

Unaware		Business Competitors & their Strategies						Aware	
1	2	3	4	5	6	7	8	9	10



Finances – Just how much Money is YOUR business making?

How often do you monitor your business's financial situation?

Never		Monitor Business's Financial Situation						At Least Every Week	
1	2	3	4	5	6	7	8	9	10

Design YOUR Future – Where do YOU want to be?

Describe what YOUR ideal personal and business future would look like.

SAMPLE