

WHAT IT IS
A SELF-ASSESSMENT TOOL TO UNDERSTAND WHERE YOU ARE AT

TIME

We want to describe where we are today compared to what our ideal outcome looks like. What is working in our business, but not yet at the standard we want it to be.

Using a score out of **10**, rank your assessment; **10** being the highest, and **0** the lowest. A score of more than **8** indicates it is going well but not yet perfect and below **5**, we have some work to do.

This checklist is designed to focus on "best practice" - a score of 10 out of 10! We want to avoid "what it is not" because this in itself does not set a benchmark that we aspire to achieve.

WHAT IT IS...MY BUSINESS TIME

	Self Assess	Co-Worker	Manager / Owner	Goal
I am well organized and plan in advance my daily or weekly activities				
I set aside time to focus on business strategies and planning				
I spend my time at work on issues where it has the biggest benefit and value to the business				
I know what my vision is for the business and I have a clear game plan to get there				
I have systems in place that easily generate meaningful business information to help me make decisions with confidence				
I don't react and jump in straight away in fixing problems arising in the business				
I have systems in place to provide me with timely and useful information on how the business is running				
I am comfortable saying no to issues that really shouldn't involve me				
My business philosophy is "touch it once" (take action with clarity)				

WHAT IT IS...DELEGATION and COMMUNICATION

	Self Assess	Co-Worker	Manager / Owner	Goal
I have a plan for each day/week as to what really needs to be done and I let staff know				
When I arrive at work, I read all my emails and prioritize urgent items and ignore low value tasks				
My staff have clear expectations and responsibility for what their job is				
I have team meetings and they have clear agendas and follow up processes				
I turn off my phone until I finish each important task so there are no interruptions				
I have rules set up for incoming emails to help me be more productive				
I allocate specific time slots daily when I respond to emails/phone calls				
I have a system or process that determines what the actual issue is before I get involved				
I ensure my staff do not blind cc me on emails (as it is their job, not mine)				

WHAT IT IS...MY FAMILY TIME

	Self Assess	Co-Worker	Manager / Owner	Goal
When I leave the office, I switch off				
When I am with the family, I am focusing on them and not work				
I sleep soundly and generally do not wake up in the middle of the night worrying about work issues				
I spend my weekends with the family and never miss the kids events				
I avoid bringing paperwork home				
I spend less hours at work than my staff do				
I take regular holidays away with my family				
My staff know the rules about interrupting me outside of standard work hours				