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| **VISION, MISSION, PLANNING** | RATE YOUR ANSWER FROM 1 -101 - STRONGLY DISAGREE10 – STRONGLY AGREE |
| I know exactly how I want my business to look two years from now.  | 1 11 | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10  |
| I know the purpose of my business’s existence and I am happy with it.  | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10  |
| My business fully reflects my mission and values.  | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10  |
| I have prepared a detailed business plan for the upcoming year.  | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10  |
| My business plan is not formal but it is a helpful tool for delivering success.  | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10  |
| I know exactly how the current situation differs from the original plan and why.  | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10  |
| I have set key goals and I regularly monitor their progress.  | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10  |
| The annual business plan is also regularly  | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10  |

**Business Purpose**

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| **1. BUSINESS PURPOSE/VISION**What is the **purpose** of your business? Why does your business exist? You could call this your business vision.This is what you want your business vision/purpose to be. How you want your business to be seen from the outside. |
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**2. DAILY ACTIONS**

What is the reality of your day? What do you actually do everyday? Document your ACTUAL actions. (Use template below)

**3.** **COMPARE THE WHY TO THE WHAT AND THE HOW**

Is WHAT you do everyday in line with WHY you are doing it? Does your everyday role, actions, mindset and behaviour align with your vision? Will these daily, weekly and monthly actions help you reach your business purpose?

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| **TASKS** | **YES/NO** |
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| 4. Where you have marked off NO above, why have you been doing these tasks? If you had to stop doing them or delegate them out how would that affect your business? What is your plan to change this? Refocusing your tasks to match your main purpose.  |
| UNFOCUSED TASKS | PLAN to refocus  |
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