# Business Productivity Pre-work

‘Make yourself necessary to somebody. Do not make life hard to any.’ Ralph Waldo Emerson

Taking the journey from where you are today to where you want to be in 6 or 12months from now requires:

* Defining the gap that separates you from where you are now to where you want to be
* Understanding the time and resources you have access to
* Utilising what you already have and are doing to expand your efficiency
* Bring focus and order to prioritise efforts and make plans to facilitate long-term success.

The following questions are designed to help me get a clear understanding on the actions you need to take to get from here to where you want to be.

We can work together to build the best possible path for you that aligns with you, your vision and strategy, allowing you to focus your energies in the most productive way for you and your business.

“A problem well understood, is a problem half solved.” - Einstein

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| Describe the vision. 5, 10, or even 150 years from now, what will have been made possible because of this business? |
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| Describe the problems this business solvesPlease describe the products, services, ideas you sell to solve those problems, including pricing and contract types. |
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| Where are you today?Briefly describe your business (size, years in existence, leadership team, number of staff, both freelance or employed) |
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| In 1 or 2 sentences describe the current situation from the following perspectives: (these will likely be the frustrations, challenges, questions you have) Customer Service – describe 1 or 2 customers you love the most and 1 or 2 customers you love the least |
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| Leadership team - how many individuals? Describe the 2 primary Roles & Responsibilities for each person on your leadership team: |
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| Culture – Describe your business culture in 100 words or less. Describe 2 activities that would turn your culture from good to great. |
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| Describe a typical day for you. |
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| If you could delegate 2 things from your work day, what would they be? |
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| When thinking about your business, what 1 or 2 things do you fear most? |
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| Where do you want your business to be in 6 or 12 months’ time?Provide 3 or 4 sentences that describe your business 6 or 12 months from now in relation to what you described in question 3 so I can get a good sense of the gap you are looking to fill in the immediate future. |
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| What else would you like us to know in advance of our meeting? |
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