

## Business Check-up

For each question below score your business between 1 and 10 where 1 is weak and 10 is strong	Score between 1 and 10
1. Have you produced a vision statement?	
2. Has the vision statement be shared with everyone?	
3. Has a culture statement (core values) for your business been produced?	
4. Is the culture statement used when employing new employees?	
5. Have you used the culture statement to score current employees to see if they are aligned with your core values	
6. Have you assessed each employees productivity?	
7. Have you produced an organisation chart to identify every "seat" you require in order to run your business and meet your vision statement?	
8. Are all your employees the right people and are they in the right seat within the organisation chart?	
9. Have you analysed operations and documented your processes?	
10. Have you analysed marketing and produced a one page marketing strategy?	
11. Have you analysed finance and is it sufficient for current working capital and future growth?	
12. Have you identified what your unique selling point is? What differentiates you from your competitors?	

13. Has “time blocking” been set to: a. Clearly define the purpose for each “time block” so that the vision statement can be reached? b. The actual time/day is held each week which starts and finishes on time? (Each time block should be no longer than 1 hour)	
14. All meetings have a printed agendas and start and finish on time?	
15. Do you have a system of monitoring customer feedback and know the level of satisfaction?	
16. Do you have a system of monitoring employee feedback and know their level of satisfaction?	
17. Have you produced a 12 week business strategy plan and is 80% of the action points being completed?	

**Scoring results:**

1. Below 85: Your business is below average and is usually struggling with low team morale, stagnated growth and cash flow problems
2. 86 – 115: An average business set in its comfort zones with generally the need for strong leadership to take the company forward
3. 116– 135: These businesses are usually at the front line and willing to embrace change but there is still room to exceed and look for further leverage in the market place
4. Over 135: A dynamic and progressive business with good strategy, focus, good team morale, increasing turnover/profits and controlled cash flow