



SELF ASSESSMENT

Make this your most productive year yet with a self-assessment and a little bit of planning. 2020 has been an exercise in resilience, adaptation, and creativity. Let's start to take back control in 2021.

Fill in the two tables below, and then contact me to review your self-assessment together, and to discuss online courses, training for you and your managers, or consulting.

I want to improve how I:

What	Priority	Sometime in 2021	Nice to have
Increase sales			
Manage my employees			
Run my business day to day			
<i>Other</i>			

What will make the biggest difference to my business?

What	Rating 1-3	How will this improve my business?
Increasing repeat business from existing customers		
Finding more new customers		
Making sales easier		
Hiring people		
Keeping my employees longer		
Increasing employee productivity		
Make better decisions		
Have annual goals		
Delegate more		

Rating: 3 means this will make a big change to my annual results, 2 means it will bring some improvement, and 1 means not much will change.