

Name:
Company:
Date:
My Score: / 100

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RESULTS

Growth
More outlets
Other Businesses / 10

Investments
Passive income
Property
Shares/Bonds / 10

SYNERGY

Business can Work Without YOU
Do you have a general manager or one in training? / 10

Recruitment Systems
What is recruitment
Hire on attitude
What is team retention?
Right people on the bus / 10

Environment
What is the company culture?
written points of culture
Physical environment? / 10

6 keys to a Winning team
1. Strong leadership
2. Common goal
3. Rules of the game
4. Action plan
5. Support risk taking
6. 100% involvement & inclusion / 10

People & Education
Regular training
Appraisals
Productivity & Service? / 10

Delivery & Distribution
Analyse & improve?
Manuals & training?
Consistent standards / 10

Accounting / Test & Measure
KPI's daily, weekly
Does everyone have KPI's? / 10

Systems & Technology
How to manuals
Routine tasks automated?
Documented Workflow charts? / 10

USP & Guarantee
What is USP?
Strong Guarantee?
Both used in marketing? / 10

Leads
Written marketing plan?
Do you T&M?
Database Regular / 10

Conv Rate %
What is It?
Sales targets?
Literature Scripts? / 10

Average £ Spend
How much is Ave sale?
Prices-Increase
Up-selling Checklist / 10

No Of Trans
Regular contact
VIP/Loyalty scheme
Members club
How often could they buy? / 10

Margin %
What is gross margin?
What is Net margin
What is most profitable activity
Understand effects of Discounting/increasing / 10

Destination
Vision, mission, culture
Detailed Business Plan that's used
Goals 10,5,3 & 1 year
90 day plan
What does your Business plan look like when finished / 10

Time
Working in vs working on
Default diary Owner & Team
Regular review of time log
Monitor E-Motion
Leverage time
Frog/ Goal sheets / 10

Delivery
Regular contact of customers
T&M standard for consistency
Clear written process for delivery
Systemisation for consistency / 10

Financial
Monthly P&L
Balance sheet
Cash flow
Breakeven – Yr, month, day
Debtors creditors - system
Profit margins
KPI dashboard / 10