

Work Smart; **NOT Hard**
BUSINESS COACHING FOR NURSES

1-2-1 COACHING
BUSINESS ASSESSMENT



Coach RN
Getting to the Root of Business Dis-ease

Business Assessment

Section 1: Your Goals & Objectives

1. What would you like your company to look like three years from now? What about ten?

2. If you had that ideal business - or at least were a lot closer to it than you are today - what would you be getting out of it that you are not today? What would your role be if you could do anything? How could the business server your life better?

3. What do you specifically think is in the way of reaching your business goals?

Business Assessment

Section 2: Your Business Frustrations

1. What are your three biggest or most persistent frustrations about your business?

2. What have you tried so far to deal with these frustrations and how has that helped (or not)?

3. Have you ever worked with a business coach or consultant before and if so, what worked (and what didn't) with that experience?

Business Assessment

Section 3: True or False


[Click here to start the true or false section of your business statement.](#)

PLEASE NOTE:

A healthy business doesn't necessarily answer "True" to all of the statements, they're only a guide to help us discover what might be missing or could be improved.

Many extraordinary businesses might only score 50% on this section of the business assessment. Our goal is to help you create a great business so we set the bar high - don't be discouraged.

Mark each statement either True or False that best represents how close you and your business currently come to the statement.



SELF ORGANIZATION

True or False

- 1 - I often make appointments with myself in my calendar.
- 2 - I have no problem spending 1-2 hours each businessday working ON my business (doing "forward looking" work) without interruption or distraction.
- 3 - I use a web based calendar to make setting appointments with key people easy.
- 4 - I use my calendar or project software to hold long-term commitments and project steps.
- 5 - I often scan days or weeks ahead in my calendar to see what's coming.
- 6 - I use my calendar/software to remind myself to follow up with people on important items so I don't have to remember.
- 7 - I have a complete project list that I work from and review it at least weekly.
- 8 - I regul
- 9 - My to
- 10 - My w
- 11 - My fil
- 12 - I can f
- 13 - I can f
- 14 - All data i
- 15 - My computer desktop is clean and free of icons I don't use frequently.
- 16 - All our company's data is automatically backed up digitally, and for appropriate items, in a fire-proof safe.
- 17 - My email inbox is completely empty at least once every day.
- 18 - I always return messages within 24 hours.
- 19 - I do what I say I am going to do more than 90% of the time, and when I don't there's a really good reason.
- 20 - I keep with me some kind of idea capture tool wherever I go.
- 21 - I am rarely overwhelmed, and if so, not for longer than a few hours.
- 22 - It's easy for me to focus just on the task in front of me because I'm completely organized and my head is clear of distractions.
- 23 - I "meet" with myself each day to plan my day and make sure I'm working on things based on the right priority.

TOTAL 0%

NEXT: LEADERSHIP

[Click here to download a Microsoft Excel file of the True or False Exercise](#)

Business Assessment

Section 3: True or False - Scorecard

SECTION	DATE _____	DATE _____	DATE _____	DATE _____
Self Organization	%	%	%	%
Leadership	%	%	%	%
Branding	%	%	%	%
Money	%	%	%	%
Management	%	%	%	%
Delivery	%	%	%	%
Sales	%	%	%	%
Marketing	%	%	%	%
AVERAGE				

SECTION	DATE _____	DATE _____	DATE _____	DATE _____
Self Organization	%	%	%	%
Leadership	%	%	%	%
Branding	%	%	%	%
Money	%	%	%	%
Management	%	%	%	%
Delivery	%	%	%	%
Sales	%	%	%	%
Marketing	%	%	%	%
AVERAGE				