

10 Things You Must Look At

1. Review Your Market Need
2. Review Your Vision
3. Review Your Mission Statement
4. Set Your Goals for the New Year
5. Review Your Systems Pillar
6. Review Your People Pillar
7. Review Your Marketing Pillar
8. Review Your Sales Pillar
9. Set a Budget for the New Year
10. Communicate all this With Your Staff

Things To Identify List

1. What 5 **Systems Items** Do You Want to Improve or Implement?
2. What 5 **People Items** Do You Want to Improve or Implement?
3. What 5 **Marketing Items** Do You Want to Improve or Implement?
4. What 5 **Sales Items** Do You Want to Improve or Implement?

Recommended Reading Material

The E-Myth

by Michael Gerber

The Power of Focus

by Jack Canfield, Mark Victor Hansen, Les Hewitt

Think and Grow Rich

by Napoleon Hill

Secret of Getting Rich

by Wallace D Wattles

Budgeting for the New Year

The number one mistake most businesses make in the New Year is to simply take last years Budget, photocopy it and then call it this *years budget* or alternatively they don't have a budget at all.

Having a budget is a necessary system (NB. A Budget is a necessary element of the Systems Pillar in our Model for Success) for the New Year as it provides two key elements:

1. Key Performance Indicators for your business finances
2. Sets Clear Goals and helps in the decision making process

There is a right and wrong way of developing a budget. The right way is to collect as much information as possible, from previous year's figures, talking to staff, identifying the difference between fixed and variable costs, get other industry benchmarking information etc.

Preparing a Budget

Steps to keep in mind:

- Closely review your budgeting documents and instructions
- Meet with staff
- Gather data
- Apply your judgment
- Run the numbers
- Recheck results and if necessary, run the budget again

There are three main approaches to building a budget:

- Build it from scratch
- Use historical figures
- Use the combination approach

There are **six key budgets** every organisation should have –

1. Sales Budget
2. Expenses Budget
3. Production Budget
4. Labour Budget
5. Capital Budget
6. Cash Budget

Each budget should be documented and reviewed regularly. The budget documents should be considered living documents.

Once you have completed your budget it is also recommended that you plug the numbers into your accounting systems Budget section so that you can see as the year goes on how close to budget you are.

Setting Goals

- ✓ S: Specific
- ✓ M: Measurable
- ✓ A: Attainable
- ✓ R: Relevant
- ✓ T: Timed

Example Goal:

To sell 500 widgets by the 30 December 2009

Goals should always be –

- ✓ Personal
- ✓ Positive
- ✓ Put in writing
- ✓ Be Owned by You
- ✓ Achievable
- ✓ Relevant
- ✓ Measurable

Staff Weekly Feedback Form

The Staff Weekly Feedback form is another method for acknowledging what you and your staff have accomplished in the week. It has the benefit of communicating to both you, your bosses and your management team what you have accomplished (which often our bosses are unaware of what you have done and achieved), to discuss challenges and areas that are not getting achieved and to make requests for information and support you might need to get your job done (they can't help if you don't ask). You simply use the following questions to make a form that you can handwrite on or you can use it as a template on your computer.

The questions to be answered are:

1. This week I accomplished
2. What I didn't get done this week is
3. Some of the challenges I am facing are
4. My Major success for the week was
5. What I want you to know is
6. What I'd Like you to do is

Complete the answers to these prompts every Friday and give it to your boss. Do this for two months as an experiment. If you like the results make it a weekly discipline. It is best to explain this exercise to your supervisor as something that you have learned through a professional development program before you give it to them.

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Training For Your Team

One of the keys to success in any business is identifying how each of your team members (NB. **People Pillar of the Business Model for Success**) are performing and how you can improve on their performance.

Question – ***"This year what programs will you implement to help your team?"***

Here are some examples:

1. Introduce into your team, a system which requires each team member to identify what training they would like to do each quarter.
2. Implement a Weekly Team Bonding/Training Program to help develop your team
3. Implement a Training Assessment Program to identify what skills need to be improved.
4. Assess whether the training provided is in line with the Vision and Mission of Your Organisation
5. Develop at least 4 Team Building Exercises for the Next 12 Months (There should be at least 1 Each Quarter)
6. Develop a program in which each team member develops their own goals for the upcoming year and provide support for the implementation and achievement of those goals
7. Create a Team Goals Wall where everyone gets to list their goals on the wall to remind them what we want to achieve this year.
8. Create a program where your team/staff can provide a weekly feedback form on what they accomplished during the week, what challenges they faced and what their major success was
9. Introduce the Daily Log Program to help your team members identify what activities are impeding their ability to achieve their goals.
10. Develop clear Key Performance Indicators (KPI) for each staff member so that they have clear goals to strive for.

Developing the Success Formula

1. Identify your Bad or Unproductive Habits
2. Define your New Successful Habits
3. Create an Action Plan for Implementing these new habits

Develop Your Company Vision Goal Wall/Board

Written Down Goals will allow your company to have a focus on what you want to achieve. The Vision Goal Wall/Board reminds each and every staff member what you are working towards.

What should be on your Goal Wall/Board:

1. Your Spirit Statement
2. Your Written Goals for this Year
3. Your Companies Long Term Goals
4. Inspirational Words and Statements
5. Pictures of Your Team Goals
6. Awards and Successes of the Team

Unleash the Power of Goal Setting Plan Your Company Future – Set Goals

To be successful you must plan your organisations future and have a clear vision of your goal.

- One reason why visions don't become reality is that they are not specific enough
- You must set specific and measurable goals and objectives
- They must be written down
- You must determine HOW MUCH and BY WHEN!
- What happens inside when we turn our visions into specific goals and objectives? What Feelings emerge?

We often want to push the goal out further
or make the goal smaller in size

- What shows up when we commit to measurable and specific goals?
 - Considerations
 - Fears
 - Roadblocks

The key to goals is **MASTERY**

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This section is extracted from Jack Canfields Breakthrough to Success Home Study Course