

Fine-tune your habits for business success

Habits of successful business owners



YOUR TRUE POTENTIAL

IGNITE YOUR POWER WITHIN

Workbook

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Defining Your Business's Values

1. Brainstorm and create a list of every core value you think applies to your business.

Core Values

2. Narrow down your list to identify just a few that truly define your business.



Key Core Values that Identify Your Business

3. Create whatever documentation you need in order to communicate these values to those who need to understand them.

Documentation to Create	Complete ✓

4. Post a list of your values where you can see them every day, reminding yourself of what's at the heart of your business.

Goal Setting

1. Visualize where you'd like your business to be three to five years in the future. Identify a goal that would put you there.

Where you'd like your business to be in 3 – 5 years:	
A goal that would put you there:	

2. Use SMART goal setting to refine your 3 to 5 year goal and write it out as statement

- Specific
- Measurable
- Action-oriented
- Realistic
- Time-specific

Your SMART Goal:	
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3. Identify the major steps that will get you there and give each a tentative

deadline

Step		Deadline
1		
2		
3		
4		
5		

Time Management

1. Perform a time audit to determine how you spend your time. What changes do you immediately see that you would like to make?

Changes to Make	Steps to Make Changes

2. Choose a time management technique to try and see how it works for you. After implementing it for a while, can you see how you're spending your

time more efficiently?

- Time Audit
- Time Budgeting
- Time Boxing
- The Important-Urgent Matrix
- Eat That Frog
- Other Time Management Tips:
 - Minimize meetings
 - Escape communications
 - Learn to say no
 - Delegate and Automate
 - Take regular breaks
 - Schedule fun

Time Management Technique:	
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How You're Spending Your Time More Efficiently

Building Relationships

1. Decide how you will start, build, and maintain relationships using the tips

outlined in the module.

- Unexpected reciprocity
 - Offer freebies
 - Provide skills and knowledge
 - Give information that could help
 - Provide an introduction to another connection

- Network as a regular part of your business
 - Actively get out there and meet people
 - Look for collaboration opportunities
 - Create a relationship-building system
 - Keep records of relationships
 - Network outside of your industry

- Over deliver
 - Figure out what's expected and deliver the extra mile

- Best practices
 - Be authentic
 - A rising tide lifts all boats
 - Listen well
 - Don't let people down
 - Understand your value
 - Remember the little things

Tips You'll Implement	Notes

BUSINESS SUCCESS HABITS - WORKBOOK

2. Create a system for your business and add it to your calendar and protocols.

Learning How to Learn

1. Create a plan for how you're going to learn better. Create a practice routine.

- Practice learning
- Read
- Quell the "I Know That Already"
- Ask Questions
- Repeat What You Learned
- Turn Mistakes into Learning Opportunities
- Set Learning Goals
- Leverage Resources
- Be Persistent

Techniques You'll Implement	Notes

2. Start a journal to record what you're learning.

Conclusion

1. Run through all of the activities you've completed throughout the course and recap on your work
2. Identify the tasks you'll focus on next, how you'll complete them, and add deadlines to each.

Task	Notes	Deadline