

## Your Entrepreneurial Checklist

Answer the following questions to determine what business qualities you already have and which ones you need to develop.

	Yes	No
1. Are you a timely decision-maker?	___	___
2. Do you trust your intuition?	___	___
3. Do you relate well to people on all levels?	___	___
4. Can you join in a conversation in a room full of strangers and feel at ease?	___	___
5. Can you pick up the phone and ask a direct question in an uncomfortable situation?	___	___
6. Could you call a client and ask for a late payment?	___	___
7. Can you direct others to carry out your orders without being too aggressive or overbearing?	___	___
8. Can you start a project and follow it through?	___	___
9. Are you a good verbal communicator?	___	___
10. Do you like yourself and who are are?	___	___
11. Do you start each day in a positive manner?	___	___
12. Can you maintain a positive attitude in adverse situations?	___	___
13. Do you have the appropriate the technical expertise for the business you are considering?	___	___
14. Are you willing to expand on these skills?	___	___
15. Do you keep up with global and financial current affairs?	___	___
16. Can you cold-call or sell yourself over the phone?	___	___
17. Do you have a sound financial knowledge of how a business operates?	___	___
18. Can you express yourself well in writing?	___	___

19. Can you work without direction? \_\_\_ \_\_\_
20. Are you willing to work long, hard hours? \_\_\_ \_\_\_
21. Can you work without getting easily distracted? \_\_\_ \_\_\_
22. Do you understand terms such as cash flow, assets, liabilities, equity, depreciation and working capital? \_\_\_ \_\_\_
23. Do you keep legible notes and pay attention to details? \_\_\_ \_\_\_
24. Do you keep appointments and arrive on time? \_\_\_ \_\_\_
25. Are you usually well-organized? \_\_\_ \_\_\_
26. Do you enjoy people? \_\_\_ \_\_\_
27. Do you have patience with people? \_\_\_ \_\_\_
28. Do you enjoy meeting new people and networking? \_\_\_ \_\_\_
29. Could you keep the pressures of business away from your family life? \_\_\_ \_\_\_
30. Will you continue to pursue your hobbies and interests? \_\_\_ \_\_\_

Ideally you have been able to answer yes to at least twenty of these questions. You need a variety of skills so you can control a multifaceted operation by yourself. If you answered no to any questions, ask yourself how you could improve in these areas, and make a note of them below.

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