

Management Skills Checklist

Using the following questions, determine whether you have the management skills necessary to run your own business.

	Yes	No
1. Could I cope with constant pressures and deadlines?	_____	_____
2. Could I handle stressful situations without “losing my cool”?	_____	_____
3. Could I fire an incompetent employee?	_____	_____
4. Could I maintain strict credit control?	_____	_____
5. Could I refuse credit to a good but slow-paying client?	_____	_____
6. Could I adapt to constant change?	_____	_____
7. Could I maintain control of my daily, weekly, and monthly finances?	_____	_____
8. Do I understand how my business is taxed?	_____	_____
9. Do I know what a break-even point is?	_____	_____
10. Could I delegate responsibilities to others?	_____	_____
11. Am I willing to increase my skills in the areas that are lacking?	_____	_____
12. Will I use a business plan and regularly revisit it?	_____	_____