

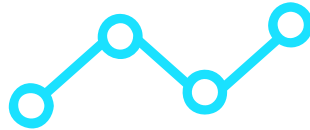
CREATING A MEANINGFUL WORKPLACE

Workbook



**Focus on PURPOSEFULNESS
and INTENTION**

Determine Desired Outcome



Results I want from my business...

5 years

1 year (in order to be on track for 5 year goal)

this quarter (in order to be on track for 1 year goal)

what I need to do this week to be "on track" for quarterly goal

My most important activities for today:

- 1.
- 2.
- 3.

Determine Desired Outcome

Working backwards from the desired quarterly result.

My most important activities (in priority order)	Daily time slot (from 00:00 to 00:00)
1. _____	__ : __ - __ : __
2. _____	__ : __ - __ : __
3. _____	__ : __ - __ : __
4. _____	__ : __ - __ : __
5. _____	__ : __ - __ : __

Goal #1

Title: _____

Date of achievement: ___ / ___ / ___

Amount (measurable result): _____

Outcome (feelings/thoughts): _____

Goal #2

Title: _____

Date of achievement: ___ / ___ / ___

Amount (measurable result): _____

Outcome (feelings/thoughts): _____

Goal #3

Title: _____

Date of achievement: ___ / ___ / ___

Amount (measurable result): _____

Outcome (feelings/thoughts): _____

Determine Desired Outcome

One Page Business Plan



Refer to Appendix B and fill out a copy of the One Page Plan template.

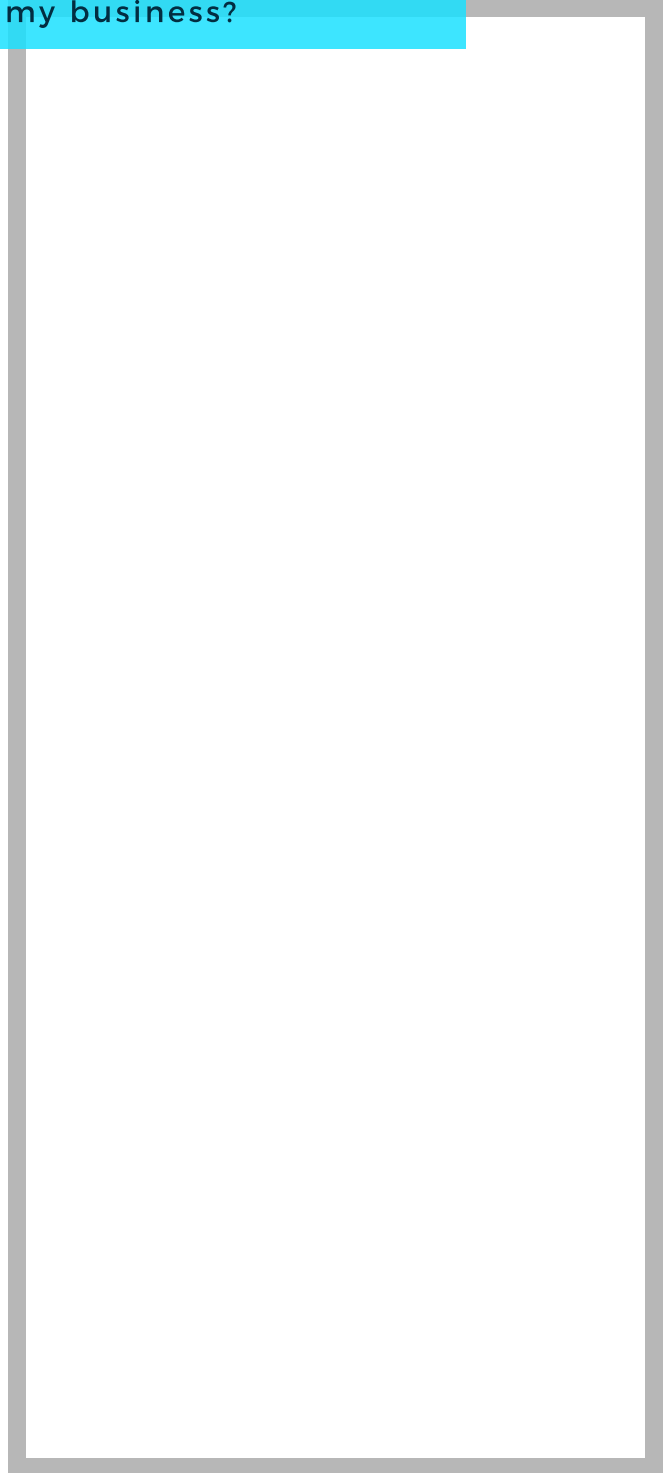
Determine Desired Outcome

Focus on the SWOT and Mission.


What is the "WHY" of my business?



What is the "HOW" of my business?



What is the "WHAT" of my business?



Determine Desired Outcome

If it's not inspiring, it's time to recreate.

*Delegate.
Delegate.
Delegate.*

Activities I can delegate to an external source:

Marketing: _____

Operations: _____

Finance: _____

Human Resources: _____

*Increase
Efficiency.*

How can I increase efficiency?

Hiring Staff: _____

Win-Win Collaborations: _____

Sharing Resources: _____

QUESTIONS TO ASK YOURSELF:

1. How I will continue growing my skills and talents?
2. Who can I add to my team for “wise counsel”?
3. Who are my possible mentors?

My Purpose is to...Create a Meaningful Workplace!