

WORKSHOP PRE-WORK

The goal of our work together is to enable you to double your productivity, performance and output. You begin this process by conducting a personal strategic analysis on yourself and your life.

Please answer the following questions:

1. How much did you earn in the last year? \$ _____
2. What is your long-term annual income goal? \$ _____
3. How many days, weeks did you take off in the last year?
Days _____ Weeks _____
4. How much time would you like to take off with your family each year?
Days _____ Weeks _____ Months _____
5. What business are you really in? What contributions does your company make to your customers?
 1. _____
 2. _____
 3. _____
6. What do you do better personally than most other people in your field?
 1. _____
 2. _____
 3. _____
7. What are your special talents, your personal areas of excellence?
 1. _____
 2. _____
 3. _____
8. What are the most productive and profitable things you do in your work?
 1. _____
 2. _____
 3. _____
9. If you could do just one thing all day long, what would it be?

10. If you could achieve any one goal in life, what would it be?

KEY SUCCESS MEASURES

You can't hit a target you can't see. The process requires you to identify the Key Success Measures (KSM's) in each area of your life. Once you are clear about your KSM's, you can begin to improve in each important area.

KEY SUCCESS FACTORS — MONEY AND FINANCE:

1. How much do you intend to earn this year? \$ _____
2. How much do you earn each month? \$ _____
3. How much do you earn each hour? \$ _____
4. How much is your net worth today? \$ _____
5. How much do you save each month? \$ _____
6. What are your monthly costs of living? \$ _____
7. How many months/years could you live off your savings?
 Months? _____
 Years? _____

KEY SUCCESS FACTORS — FAMILY AND RELATIONSHIPS:

1. How many minutes/hours each day do you spend with your spouse/partner? _____
2. How many minutes/hours do you spend each day with your children? _____
3. How many days off each week do you take with your family? _____
4. How many weeks do you take off each year with your family? _____
5. Overall, on a scale of 1-10, how happy and content are you with your family life and relationships? _____
6. On a scale of 1-10, how happy are the members of your family with you? _____



NOTES

KEY SUCCESS FACTORS | BUSINESS AND CAREER

1. How much has your income increased over the last three years? Amount \$ _____
% _____
2. How much do you enjoy your work? (1-10) _____
3. How good are you at what you do? (1-10) _____
4. What percentile are you in at your work in comparison to others? (Top 10%, Top 20%, etc.) _____
5. How much do you find your work both interesting and challenging? (1-10) _____
6. How satisfied are you overall? (1-10) _____
7. What is your best skill in your work, your special talent? _____

KEY SUCCESS FACTORS | HEALTH AND FITNESS

1. How would you rate your overall health and fitness today? (1-10) _____
2. How much do you weigh? _____
3. How many hours per night do you sleep? _____
4. How many hours/days do you take off for rest and relaxation each week? _____
5. How many minutes/hours do you exercise each week? _____
6. How many days are you off work because of illness each year? _____
7. Do you get regular physical and dental checkups? _____

KEY SUCCESS FACTORS | PERSONAL AND PROFESSIONAL DEVELOPMENT

1. How many minutes/hours do you read in your field each day? _____
2. How many hours per week do you spend listening to educational audio programs when you drive? _____
3. How many additional courses or seminars do you take each year in your field? _____
4. How many magazines do you subscribe to in your field? _____
5. What additional skills or abilities have you developed in the last year?
 1. _____
 2. _____
 3. _____

WORK ANALYSIS

List all the things you do in your work day by day and week by week (tasks, duties, activities, responsibilities)?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

7. What are the most important skills and abilities you will require to lead your field in the year ahead?

1. _____
2. _____
3. _____

8. What is your plan to acquire these skills?

1. _____
2. _____
3. _____

NOTES

9. Based on your answers to the above questions, what actions should you take right now?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

10. What one action are you going to take immediately based on your answers to the above questions?

NOTE: PLEASE COMPLETE THIS PRE-WORK AND BRING IT WITH YOU TO THE SEMINAR.

