

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

Worksheet

Use this worksheet to help you de-clutter and organize your business.

	Your Answers
<p>1. Is my company structure still relevant to my goals and business plan?</p> <ul style="list-style-type: none">• Do I want to sell my business in the future?• Will I need to take a partner• Am I planning to get a business loan?	
<p>2. Do I need to consult:</p> <ul style="list-style-type: none">• A business lawyer• My accountant	<p><input type="checkbox"/> My lawyer is: _____ Tel: _____</p> <p><input type="checkbox"/> My CPA is: _____ _____</p>
<p>3. Am I fully conversant with tax laws that might apply to my business?</p> <ul style="list-style-type: none">• Will I be in a higher tax bracket or make enough money that my current business model is not viable or legal, if I operate under existing conditions? (I.E. without knowing about/paying certain fees)	<p><input type="checkbox"/> Income I made last year: \$ _____</p> <p><input type="checkbox"/> Income I project this year: \$ _____</p>
<p>4. I have researched business bank accounts and I will open one when [condition] on or around [date]</p>	<p><input type="checkbox"/> Bank</p> <p><input type="checkbox"/> Fees: _____</p> <p><input type="checkbox"/> Credit card interest rate: ____%</p>

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<p>5. Have I decided which areas I need to de-clutter in my business and personal life?</p>	<p><input type="checkbox"/> Is my office adequate or ideal?</p> <p><input type="checkbox"/> What old items, equipment or furniture do I need to get rid of?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> What new items, equipment or furniture do I need to invest in?</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>6. Have I visualized my dream office?</p>	<p><input type="checkbox"/> My ideal office has....</p>
<p>7. Have I thrown away redundant office items, re-assigned them to other people/parts of the house, sold or donated them?</p>	<p><input type="checkbox"/> Donate</p> <p><input type="checkbox"/> Reassign</p> <p><input type="checkbox"/> Trash</p> <p><input type="checkbox"/> Sell _____</p>

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<p>8. Have I determined which software or systems are working well for me?</p>	<div><input type="checkbox"/> _____</div> <div><input type="checkbox"/> _____</div> <div><input type="checkbox"/> _____</div> <div><input type="checkbox"/> _____</div> <div><input type="checkbox"/> _____</div> <div><input type="checkbox"/> _____</div>
<p>9. Have I determined which software, plugin, app or systems are I need to:</p> <ul style="list-style-type: none"> • Download • Subscribe to 	<div><input type="checkbox"/> Password Manager</div> <div><input type="checkbox"/> _____</div> <div><input type="checkbox"/> Website Back up _____</div> <div><input type="checkbox"/> Computer hard drive back up</div> <div><input type="checkbox"/> _____</div> <div><input type="checkbox"/> _____</div> <div><input type="checkbox"/> _____</div> <div><input type="checkbox"/> _____</div>
<p>10. Have I got all my files off my desktop?</p>	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>
<p>11. Have I de-cluttered my inbox?</p>	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>
<p>12. Have I created a realistic schedule and broke it down into manageable time components?</p>	<div><input type="checkbox"/> I will _____</div>

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<p>13. How much time should my new routine free up for me to work on:</p> <ul style="list-style-type: none"> • My money-making skills • Self-care • My family responsibilities • Community or charitable responsibilities 	<p><input type="checkbox"/> Money-maker: _____ hrs./wk.</p> <p><input type="checkbox"/> Self-care: _____ hrs./per day</p> <p><input type="checkbox"/> Family: _____ hrs./per day</p> <p><input type="checkbox"/> Community: _____ hrs./per month</p>
<p>14. Have I made time for:</p>	<p><input type="checkbox"/> Webinars and teleseminars</p> <p><input type="checkbox"/> Online courses I wish to take</p> <p><input type="checkbox"/> Offline courses I wish to take</p> <p><input type="checkbox"/> Self-study</p>
<p>15. What do I plan to do for my health?</p>	<p><input type="checkbox"/> Join a gym</p> <p><input type="checkbox"/> Work out with an exercise DVD at home</p> <p><input type="checkbox"/> Eat more healthily</p> <p><input type="checkbox"/> Other _____</p>
<p>16. What do I plan to do for self-care that I am really looking forward to fitting into my new lifestyle?</p>	

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Business Alignment Worksheet *(print out shaded pages)*

1. Make a list of all the **business-related tasks** you do in a day. Print out or make **two copies**.

[illegible]

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2. Make a list of all the **personal** tasks you do and responsibility in a day. Print out or make **two copies**.

[illegible]

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3. Pick up a thick highlighter in a bright, cheerful color and in the first copy, highlight all the tasks you love doing.
4. Take the second list. Pick up a highlighter in a different color and highlight all the tasks that:
 - a) Drain you
 - b) Bore you to death
 - c) You hate doing

The tasks on the second list are the tasks to which you need to immediately apply one of the following actions:

- Elimination
- Delegation
- Outsourcing
- Evaluation

Go through each task and ask yourself the following questions in turn:

1. Will my business or personal life suffer if I just drop this task?
2. Who would be the ideal person to take over this task?
3. Can I afford to outsource this task to an expert who can do it more quickly and efficiently than I can? Will the time saved compensate for what I'm paying out, in terms of return on investment?

(Can I afford **not** to outsource it?)
4. What is it about this task that makes it so dreary or unnerving for me? Do I need to set time aside to learn how to do it properly? Is it outside my area of interest? Does it feel like I'm wasting time? Does it cause procrastination or distraction?

[illegible]