



Our mission is to provide information and strategies to business owners and managers for improvement in the effectiveness of its business management so that key objectives can be realized.

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Analyze Your Business: Management

By Michael E. Gerber

The more you examine what is true about your business, the better you will be at prioritizing the areas that demand your attention. Here is a series of questions you can use as a starting point for identifying potential problem areas in your company's management system.

This is not intended to be a full analysis, but rather a tool you can use to focus your attention. It may be helpful to print this page, and actually **write down** your responses. Take one question at a time and really think about your answers. This is not a test. There are no right or wrong answers. There are only responses that reflect your truthful objectivity about the state of your business.

1. How many locations do you have? How many employees do you have?
How many people are in a management position?
2. Have you created an organizational chart that defines the functions of your business?
3. Do you have a consistent recruiting and hiring system in place?
4. Do you have a documented training system?
5. Do all of your people have documented accountabilities and standards?
6. Do they know that they're accountable? Have they agreed to be accountable?
How is it documented?
7. Are you getting the results you want from your people?
8. Can you calculate the dollar cost for unproductive staff due to lack of clarity, confusion about accountabilities, or lack of adequate training?
9. How are your people compensated?
10. Look at the other work you've done evaluating your business (either additional **Business Needs Analyses**, or other business development work you've completed).
What's missing in the structure of the business?
11. How many people directly report to you and what are the results you hold each accountable for?
12. What are you accountable for and what are the results dependent on you?
13. What is the maximum number of people reporting to any one manager at any one time?
14. How do you address job violations? Are you monitoring the results?

Now go back and review your answers. Are you uncomfortable with any of the answers you gave? If so, then you've identified the primary areas of focus for your business performance efforts. Begin today by calling us!

Michael Gerber is chairman and founder of E-Myth Worldwide. He reminds you that the opportunity is to go to work ON your life not IN it, and in the process to experience the sweet, radiant, extraordinary joy of the fully-lived moment. His Web site is www.emyth.com.