

Please shade in, or put a cross in the areas that apply to you – if you have more shading on the left than the right, I can help you and your business.

	1	2	3	4	5	
<i>I am buried in admin; it takes up more than 10% of my time</i>						My admin takes up little or no time at all
<i>I feel disorganised and hurried</i>						I am effortlessly organised and rarely in a rush
<i>I have far more work than I can fit into a normal day</i>						My business runs effectively and is growing. I only work 40 hours a week
<i>I worry about my business if I am off sick or delayed</i>						I have someone to cover for me in the event of an emergency
<i>My bills and accounts receivable are all over the place</i>						Bills are handled promptly and late payments are promptly followed up
<i>I find it difficult to find the time to do the things I enjoy</i>						I have plenty of time to have fun and be with my friends/family
<i>I wouldn't know where to start delegating</i>						Delegation is easy and natural to me.
<i>I worry about paying for admin support</i>						I make more money because I have admin support
<i>My admin is an excuse to avoid other things</i>						I am able to look after clients effectively and develop my business
<i>I can never find what I need</i>						I can lay my hand on any file within an instant
<i>My database is a mess and I don't know who is on it</i>						My database is clearly laid out and regularly updated.
<i>I am unclear about my priorities</i>						It's obvious to me what I do best and what needs doing first
<i>My work sometimes looks out of date and scruffy</i>						My work is up to date, smart and well presented – always

Yes I need help, please contact me

No I'm doing alright thanks

I know someone who might need your help – I'll let you have their details)

Name:

Company

Phone No:

Email: