

# Questions You Should Be Asking Yourself

**Why are you doing what you are doing, right now?**

Why isn't a staff member doing it?  
How does it fit your plan?  
Is it taking you towards your goals?

**Are you being consistent?**

With your expectations  
With your communication  
With business goals & direction

**Is what has to be done, actually getting done?**

How do you know?  
If not, why not?

**Are the "has to be done" communicated or just assumed?**

How do you track this?

**Does your staff understand what you are communicating?**

How do you know?

**Does your staff understand your expectations?**

How do you know?

**What are your expectations?**

For yourself?  
Your staff?  
Your business?  
Your goals?

**Does your staff understand and follow procedures?**

How are you ensuring this happens?  
Do your staff know the procedures?  
Do you even have procedures?

*Don't underestimate the power of this worksheet!*