

FOCUS LIKE A BOSS

Founder's Focus Quiz

Either you run your business, or your business runs you.

Use this quiz to find the strengths and weaknesses in your business
in order to restore margin and calm to your schedule.

focuslikeaboss.com

THE 5 COMPONENTS OF A HEALTHY BUSINESS

1: Clarity

Your job as the boss is to identify what matters for your organization. This is comprised of your vision, values, core focus, and desired outcomes. A lack of clarity creates a breeding ground for busywork and distraction. Maximum clarity within any part or process of your business means you (and your team) know exactly what matters most and why.

2: Strategy

This is your flywheel for growth — both for your entire business as well as for each individual part. Having a strategy means you have a clear plan of action for how you will accomplish your most important goal. This includes your business model, marketing story, marketing channels, critical actions, and key projects.

3: Productivity and Systems of Execution

How do you (and your team) actually get the work done? This is comprised of the systems, tactics, communication standards, and management tools you use to deliver your product and run your organization. Strong and healthy productivity within your business means you and your team are consistently shipping your work, following-through on commitments, completing the projects you commit to, and, ultimately, accomplishing your goals.

4: Team Culture & Creativity

Culture is the semi-visible people dynamics within your organization. Culture has the power to make everything else better or worse (such as creativity, productivity, innovation, motivation, job satisfaction, etc.). When your team culture is healthy, innovation and creativity will happen naturally. You'll see consistent improvement through strong teamwork and collaboration.

5: Margin

Margin serves as the foundational component to provide the capacity, breathing room, and strength required for a calm and sustainable business. Margin is the space between your load and your limit and includes business areas such as finances, workload, and creative capacity. Each area of your business requires margin so that you and your team have the time and resources necessary to sustain doing your best work, long-term, without burnout.



YOUR BUSINESS FOCUS

This business focus assessment is for the overall health of your business as a whole. Circle the score that best represents your business right now.

BUSINESS CLARITY

CRISIS					AMAZING!
1	2	3	4	5	
<p><i>Nothing is adding up. We are drowning in busywork and making no progress — it feels like we're just spinning our wheels. I have no idea what the "one, most-important goal" is right now — we have a LOT of goals and they're all important! No strong or clear vision.</i></p>			<p><i>I have a strong Business Mission Map that serves as the decision-making framework for my whole team. We do not have competing priorities. We have laser clarity on exactly what to do next.</i></p>		

BUSINESS STRATEGY

CRISIS					AMAZING!
1	2	3	4	5	
<p><i>We are constantly reacting to urgent fires and dealing with annoying issues and distractions. We have no rhythm of planning our tasks and projects. And I feel lost and stuck ... with no idea what actions or projects will move the business forward.</i></p>			<p><i>We are focused, strategic, and taking action. We rarely deal with unanticipated urgent issues. We have a clear path to grow the business and we have prioritized it above everything else so that we stay proactive and strategic.</i></p>		

PRODUCTIVITY

CRISIS					AMAZING!
1	2	3	4	5	
<p><i>I struggle to delegate to my team. I'm the bottleneck in my organization. But even when I do hand things off, those tasks come back to me or get done poorly. Things take too long to get done and our most important projects are not moving forward consistently.</i></p>			<p><i>Calm and confident execution of the plan I built months ago. I consistently delegate to my team, so I can work ON the business. During my day I focus only on the critical actions that have the highest leverage opportunity to grow my business.</i></p>		

TEAM CULTURE

CRISIS					AMAZING!
1	2	3	4	5	
<p><i>In general, things feel overwhelming and on the verge of burnout. We're not on the same page. We don't have a structure of review or celebration. Life in the office feels frustrating and we lack a sense of motivation and excitement.</i></p>			<p><i>We do what we say we're going to do, and we celebrate our wins as a team. My team knows where they stand and feedback goes both ways. I love my work. I am calmly building the business (and life) of my dreams.</i></p>		

BUSINESS MARGIN

CRISIS					AMAZING!
1	2	3	4	5	
<p><i>There is very little breathing room in our company finances and schedule. It feels like we're hanging on just one day at a time. I'm afraid if just one thing goes wrong then it could all fall apart at any moment.</i></p>			<p><i>We have plenty of breathing room. If we have a bad month of sales, it's going to be okay. We don't reward work well done with "more work". Instead we prioritize calm, health, and strength. We are building with the future in mind.</i></p>		

PERSONAL MARGIN SCORE

How much margin do you feel that you have in each area? How much space is there between your load and your limit? **Circle the amount of margin you currently have in each area.**

Time

Negative margin	Little to no margin	Okay, but not okay	Enough margin	Plenty of margin
<hr/>				
<i>My schedule is out of control. I am burning the candle at both ends. I have no time for things that matter most.</i>			<i>My days are spent on the things I need and want to do. I have time for resting and recharging. I am flexible.</i>	

Finances

Negative margin	Little to no margin	Okay, but not okay	Enough margin	Plenty of margin
<hr/>				
<i>I have a significant amount of debt, I struggle to live within my means, and I tend to make irrational financial decisions.</i>			<i>I have a healthy emergency fund, I am debt free, I live within my means, and I am planning for the future.</i>	

Emotions

Negative margin	Little to no margin	Okay, but not okay	Enough margin	Plenty of margin
<hr/>				
<i>I have very little margin for dealing with anyone's issues. I feel frustrated, exhausted, and burnt out.</i>			<i>I am emotionally present and engaged. I am able to engage people and circumstances with my heart intact.</i>	

Creative

Negative margin	Little to no margin	Okay, but not okay	Enough margin	Plenty of margin
<hr/>				
<i>I can't seem to focus on anything these days. I am lacking inspiration.</i>			<i>I am excited to work on challenging problems or to dream up new ideas. I know what inspires me. I am always learning.</i>	

Health

Negative margin	Little to no margin	Okay, but not okay	Enough margin	Plenty of margin
<hr/>				
<i>I don't sleep well. I don't feel well. There is no consistency to my exercise or diet. I need coffee and stimulants to get me through the day.</i>			<i>I consistently get a full-night sleep. I eat well and incorporate exercise into my week. I have the energy I need to tackle life.</i>	

PLANNING TEMPLATES

A system helps you focus on doing what matters. It keeps you proactive, instead of reactive.

By having this as a regular part of your life, then you have a regular check in with your tasks and goals. And you can course correct at good, regular intervals (which is critical).

This workbook contains the templates I use for my weekly review time, my weekly planning, and my daily planning. All which help me stay focused on what matters most so that I am free to run my full-time business on a part-time schedule.

The weekly review and plan take about 30 minutes each, and I usually do them on Sunday afternoons. The daily planning takes about 5 minutes and I usually do it the evening before my day.

First, let's quickly review why these activities matter. Then, the templates themselves are available at the end of the document. Feel free to print out the templates and use them or create your own.

The Monthly Plan

Two valuable things to ask yourself at the beginning of each month are:

1. What matters most this month?
2. What will I do about it?

As you move through your day-to-day life, you may, at times, feel as if you are just going from thing to thing — being pulled from one urgent issue to the next. Thus, by knowing your definition of success for the month and knowing how you will accomplish it, you will find that it is much easier to gauge if you are on track or if you need to adjust how you are spending your time.

Another advantage to defining success for your month is that it brings about focus. It's a focus which will empower you to say "no" to all the other ideas and opportunities that come my your way — both from within and without — and thus to stay focused on the most important goals you have set for yourself.

The Weekly Review

This is your chance to celebrate progress. Your chance to course correct. And it's a way for you to stay on top of all your tasks, goals, and other projects.

A regular review time is a vital component to trusting your system. With this hour as part of your weekly routine, you can rest assured there will be a time and place for you to check in on where you're at.

The Weekly Plan

The weekly plan is your chance to focus in on what you want to do this week. It's your chance to see what will be happening in life over the next seven days, and ensure that you are prepared for it.

With a weekly plan, you can be proactive about reserving time for the things that matter to you. It is in this hour that you take ownership of your week.

I also love having a plan for certain things (such as which days I'll do cardio and which days I'll do strength). By making these decisions ahead of time, it makes it easier to follow through when the time comes and I am enabled to focus more freely on doing the things that matter. If you remember from the session about The Note, this is the very same principle just applied to your whole week.

The Daily Plan

Starting out your day with clarity about the things that are most important to do, and a plan for when you will be doing them, is a great way to ensure you're spending your time on the things that matter.

By identifying your three most important tasks and then scheduling when you will be doing them, it will help you be proactive (instead of reactive) about your day and it will ensure that you get to spend time on at least one important activity that's not "urgent".

Moreover, this gives you a target to aim for each day for being productive. You're able to define success and then end the day feeling that you actually accomplished what you set out to do.

This process will also help you learn your capacity for work in a day. And over time you'll slowly begin to get margin and breathing room in your day. And this can help keep you from working long hours every day just to get your whole list done. •

MONTHLY GOALS

[Empty dotted box for month name]

How will you define success for this month? What are your goals and desired outcomes?

GOAL 1

[Empty dotted box for Goal 1 description]

MOTIVE

[Empty dotted box for Goal 1 motive]

GOAL 2

[Empty dotted box for Goal 2 description]

MOTIVE

[Empty dotted box for Goal 2 motive]

GOAL 3

[Empty dotted box for Goal 3 description]

MOTIVE

[Empty dotted box for Goal 3 motive]

GOAL 4

[Empty dotted box for Goal 4 description]

MOTIVE

[Empty dotted box for Goal 4 motive]

How will you accomplish the above goals and desired outcomes? What do you need in terms of mindset, resources, time, people, etc.?

GOAL 1

[Empty dotted box for Goal 1 strategy]

GOAL 2

[Empty dotted box for Goal 2 strategy]

GOAL 3

[Empty dotted box for Goal 3 strategy]

GOAL 4

[Empty dotted box for Goal 4 strategy]

WEEKLY REVIEW



Write down all your accomplishments, highlights, and wins from the week. Include anything you think of related to work, family, personal, etc.

Look back at your previous week's goals, notes, and tasks and note any loose ends that you may want to continue focusing on in the upcoming week. or unfinished tasks that need to be carried over to the upcoming week.

What were your failures from the past week?

Write down anything you discovered or learned (good or bad).

Is there anything you need to improve on for the upcoming week?

Take a moment to think on how you are coming along with on your overarching big goals and projects.

WEEKLY PLAN

[Dotted box for week start date]

List this week's three most important goals, and your motivation behind them.

GOAL 1 [Dotted box for goal text]

MOTIVE [Dotted box for motivation text]

GOAL 2 [Dotted box for goal text]

MOTIVE [Dotted box for motivation text]

GOAL 3 [Dotted box for goal text]

MOTIVE [Dotted box for motivation text]

List any events, milestones, or commitments happening this week. Also, any habits or routines you are working on.

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

[Dotted box for Monday events]	[Dotted box for Tuesday events]	[Dotted box for Wednesday events]	[Dotted box for Thursday events]	[Dotted box for Friday events]
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NOTES, ETC.

WHERE TO FIND ME

Please share your quiz scores with me and ask me any questions you have!

Instagram

@shawnblanc

LinkedIn

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(Don't laugh, I'm new on this one)

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