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| --- | --- | --- | --- |
| Client Name: |  | Date: |  |



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| 1 | WHERE YOU ARE (CURRENT) |
| * Review of your most recent Financial Statements and Tax Returns
* Tax payable – how much and when
* Trend Analysis – 3-year review
	+ Why have they occurred?
	+ What action is required?
 | * Where did the cash go?
* Brief Assessment of EBIT, Balance Sheet and Business Value.
 |
| 2 | WHERE YOU WANT TO BE (FUTURE) |
| * What is possible in the coming 12 months?
	+ Revenue
	+ EBIT
	+ Key Plans / Any changes coming up?
	+ Other ideas for business improvement
* BIGGER PICTURE – Where do you see yourself in 5 years’ time?
 | * What do you consider to be financial ‘freedom’?
	+ Create / update ‘freedom plan’
* KEY QUESTION: If you could improve 3 things in your business right now, assuming all resources you needed were available to you, what would they be, how would you do it and what would the impact be?
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| 3 | HOW TO GET THERE |
| * **Half Planning Day** – Identify 5 year targets for revenue & EBIT & Business Valuation & Team
* **Planning Day** – Create / Update “One Page Plan” for your business, review “7 Key Business Steps”, update Organisation Chart and key responsibilities, update team Position Descriptions & personal KPI’s
* Create / update **12-month Profit Plan** & **Cash Flow Forecast** for the Group
* Schedule of **monthly Board Meetings** and monthly / quarterly projects to achieve goals
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| 4 | YOUR NEXT STEPS |
| * Create Who, What, When plan
* Any other business – what is on your mind?
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