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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? |
| 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 | |
| 4 | YOUR NEXT STEPS | |
| * Create Who, What, When plan * Any other business – what is on your mind? | |