



## **808 Business Solutions Total Solution Packages for Today's Small Business**

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### **Self-Improvement Action Plan**

Every successful business has been so because of an action plan the owner set and followed, making necessary changes and improvements along the way. A key player in your business is YOU! As such, we must consistently improve ourselves and how we relate to everyone around us, and to the circumstances we face every day if we are to succeed in a big way in the business we're in.

Self-improvement applies to everyone all the time. There is always room for improvement – even for those whom think they are too good at what they do or how they do it. And developing a plan of action for self-improvement is not difficult. Its implementation, however, requires consistent effort and discipline to some degree. It is worth every effort it takes because it will improve your personal and business performance and enhance the satisfaction you feel for a job well done.

There are three main steps to concentrate on when creating your plan: Creating Your Personal Success Profile, Identifying Your Opportunities for Improvement, and Developing Your Plan for Self-Improvement.

#### **Step 1: Creating Your Personal Success Profile**

Listed below is a list of some key skills that successful people find in common with each other. These traits have become valuable in bringing success to all they do. Check off the ones that you agree would make you a success in what you do.

- |   |  |
|---|--|
| <input type="checkbox"/> Patient with others  | <input type="checkbox"/> Recognizes statements to avoid with others              |
| <input type="checkbox"/> Good Listener  | <input type="checkbox"/> Continually strives to improve performance in all areas |
| <input type="checkbox"/> Maintains high ethical behavior and standards                      | <input type="checkbox"/> Avoids making assumptions                               |
| <input type="checkbox"/> Skilled in gathering customer information                          | <input type="checkbox"/> Demonstrates good judgment                              |
| <input type="checkbox"/> Maintains a positive attitude                                      | <input type="checkbox"/> Takes initiative  |
| <input type="checkbox"/> Sensitive toward other's feelings and needs                        | <input type="checkbox"/> Projects confidence                                     |
| <input type="checkbox"/> Maintains a professional disposition when under stress or pressure | <input type="checkbox"/> Focuses on solutions rather than on problems            |
|   | <input type="checkbox"/> Extends common courtesy to all customers                |

# Self-Improvement Action Plan

(Continued)

Now that you have identified what it takes to be successful at what you do, you may have noticed that you may already be accomplishing these things. Congratulations if you are! You are on your way to becoming successful at what you do just like so many other business leaders have become successful.

## Step 2: Identifying Your Opportunities for Improvement

This next step is as important as the first and as honest as your answers are in this exercise, the more helpful this step will become in securing your success foundation.

From the list described in Step 1, honestly rate your current performance from 1 (Poor) to 5 (Excellent) for each of the skills and knowledge essential to assisting you in meeting your goals.

Be honest with yourself so that you can become a better you!

## Step 3: Developing Your Plan for Self-Improvement

Your future success is not necessarily dependent on your past performance in life. Remember, we can all change and have the power to start anew each and every day.

Refer to the skills/knowledge areas you rated in Step 2. Highlight those areas which you rated as a 3, a 2, or a 1. Are you wearing shades yet? Your future can be brighter than the light from the highlighter pen! Take the time to write those down in the table below. (Use a separate paper as necessary!)

Specific Area	Action I will Take	By What Date

Next, identify specific actions you will take to improve in each of the areas listed. Set a realistic deadline for accomplishing these actions. Remember a goal without a date is a wish.

Take consistent action each and every day in the areas you wish to improve and find ways to make it happen. Track your progress and notate your results when that great day comes. Visualize yourself changing into a more positive, more productive, more successful you!

**You can have success or you can have excuses but you can't have both!  
Choose to be successful and live in the success you have personally created!**