



Business Overview

Business Name: _____

Contact Person: _____

Down to Basics Training's Representative: _____

Date: _____

Complete each of the following points by writing down your thoughts on the Business Overview Chart provided on the following pages.

1. Snapshot

Give a snapshot of what your business looks like today.

2. Ideal Picture

Describe the ideal picture of what you would like your business to look like, that is, your vision of your business.

3. Concerns

What immediate and long-term concerns (internal and external) can you identify for your business that may hinder you from achieving your ideal picture?

4. Impact

What is the immediate and long-term impact that these concerns could have on any area of your business?

5. Solutions

What solutions can you identify that will eliminate or minimise your immediate and long-term concerns?

6. Priority

What priority would you place on each solution for it's importance to be achieved?

Priority Scale 1 - 5: 1 being the most important and 5 being the least important.

7. Timeframe

What timeframe would you allocate to achieve each solution?

Business Overview Chart

1. Snapshot

2. Ideal Picture

Business Overview Chart (cont'd)

3. Concerns	* 'I' or 'L'	4. Impact	* 'I' or 'L'	5. Solutions	6. Priority (1-5)	7. Time frame

* Place an 'I' for Immediate or a 'L' for Long-term.