

Checklist - Employee Satisfaction and Motivation

**Ideas for Leveraging Company Benefits
To Create Long-Lasting
Employee Satisfaction**



**Over 500 ideas and suggestions
that improve employee satisfaction
and increase motivation**

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The

Nitty Gritty, Down N' Dirty, Savvy Strategies®

EMPLOYEE SATISFACTION and MOTIVATION

**(A Self-Assessment Checklist for Human Resource
Professionals and Senior Executives)**

Over 500 tactics & strategies
to help your organization
improve employee satisfaction

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INTRODUCTION

Keeping employees motivated is one of the most difficult, and most rewarding, functions of a senior manager. Even in the most difficult of economic times, we know that employees have choices regarding the company, and the culture, they prefer to work in. This checklist is designed to be a self-assessment management tool for conducting an evaluation of your company's employee benefits and employee motivational strategies. The evaluation process contained on the following pages is simple, yet thorough, and will offer direction for improvement if conducted in a careful, thoughtful manner. This self-assessment tool is designed for the serious management team that truly wants to evolve their business to the next level of growth and profitability via the strategy of employee satisfaction.

In every business, opportunities abound for improvement. Increasing revenue, improving customer relations, and reducing costs are three critical elements for improving long-term profitability. However, succeeding in these three areas is directly related to a highly motivated team of employees who will implement key strategies and will act as if "they own the business". A comprehensive self-assessment process, such as this one, will keep you focused on your mission of motivating your employees.

While many of the benefits and strategies described herein can be applied in most any type of business, all of them do not apply in all business environments. Some are for small businesses, some are for large businesses, and some of them may apply only in very specific situations. Some benefits and strategies are free, many have minimal cost, and others may require a substantial investment. Some require only an attitudinal change while others may require a change in a process or a procedure. However, all of these topics deserve your consideration as you begin to develop a strategy for creating a better working environment and a unique culture for your employees.

Helpful Hint: As mentioned above, the assessment process is quite thorough and can require a considerable amount of time. However, it is important to emphasize that it is not necessary to complete the assessment in one sitting, in one day, in one week or even in one month. Selecting one, two, three or more of the major categories in this document as a priority on which to focus can be a more practical approach than trying to "do it all" at one time. Also, you may want to consider a methodical process whereby you and/or your management team (or key employees) conduct the assessment using a different module each week. Remember, this checklist is a reference manual that can be utilized time and time again on an as needed basis on your personal timetable.

Each module has a simple, two-part process. The first part of the assessment process entitled "BENEFITS" allows you the ability to take an inventory of all the benefits and motivational tools your company presently offers. This can be done quickly and easily and will rapidly isolate any problem areas as well as identify opportunities for quickly improving your culture. This process will no doubt

generate much discussion among the senior management team. The second part entitled "IMPLEMENTATION" is a management process for prioritizing and managing the implementation of any benefit or strategy as well as identifying the strategies that will make the biggest impact on your culture.

Conducting this self-assessment process on an annual or semi-annual basis will keep you focused on employee satisfaction. Sharing the results of this self-assessment process with your employees and assigning them a specific problem to address can be a valuable training exercise and/or employee development tool. If a number of problems have been identified, it will be important to prioritize your actions based upon the highest and best return that can be achieved for the amount of investment you can make at this time. Additionally, comparing previous results with current performance will determine the rate of progress you have made in each area. Committing to conducting such an assessment on a regular basis will result in a continual improvement process that in turn will generate a higher level of employee satisfaction, loyalty, and profitability.

The "Keys" for conducting the self-assessment are as follows:

NA	=	This benefit or strategy is <u>Not Applicable</u> to your business at this time.
Yes	=	Yes, this is currently being done at a satisfactory level.
No	=	No, this is not being done at a satisfactory level or is not being done at all.
Priority	=	On a scale of 1 to 5 with "1" having the highest impact on image, customer service, employee satisfaction, ease of implementation, and profitability. The highest impact items should obviously be addressed immediately.
Responsible Person	=	The Person Responsible for improving or implementing this benefit or strategy.
Due Date	=	Due Date for completion of this strategy.

Like your company, most other companies are looking for opportunities to hire (or steal) the most talented personnel. A portfolio of excellent employee benefits combined with outstanding motivational strategies can both attract and retain top quality talent. If you don't take pre-emptive action to improve your company culture on a regular basis, your employees may seek employment elsewhere. Revenue, profitability, and customer satisfaction will then suffer. However, implementing one, two, or more improvements based on this self-assessment process could possibly result in 10X, 20X or 100X return on both the time and money you have invested in this process. You have made an investment by purchasing this document. Now conduct the assessment! Your employees will be glad you did. And, when the results show on your bottom line, you will be glad you did also.

Comments, Critique, or Recommendations:

Please direct any comments, critique, or recommendations to Jim O'Donnell of Jaguar Management Consulting Group, Inc. at the address on the cover page or via email. Your comments and suggestions are most welcome, will be carefully reviewed, and may be included in the next published edition. Your critique will help improve this self-assessment checklist for the benefit of all organizations.

To review other self-assessment checklists for bringing your business to the next level of growth and profitability, visit WWW.Checklists4Business.com

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III. FINANCIAL BENEFITS: *(Partial)*



Employers that offer benefits focused on an employee's financial wellness advances the company's ability to both attract new hires and retain existing talent. Supplemental financial benefits programs can be just as important as salary to employees. Current workers who are stressed about their financial situation may have a greater chance of being attracted to another company that has programs to address an employee's overall financial well-being. Companies concerned about their employees' long-term financial security can influence their retention and loyalty with programs that provide long-term financial growth and a reduction in everyday living expenses for valued goods and services.

No.	Strategies and tactics to be evaluated:	ASSESSMENT				IMPLEMENTATION		
		NA	Y	N	NI	P	RP	DD
1.	Stipend if employee doesn't use company insurance plans							
2.	A new employee sign up Bonus during tight labor markets							
3.	IRA/401K matching funds							
4.	IRA/401K partial contribution							
5.	Savings plan							
6.	529 College Savings Plan							
7.	Employee has the ability to sell back unused benefits to company such as vacation or sick days.							
8.	Ability to "roll over" unused sick or vacation time into the following year							
9.	Paid time off "Donation Bank" where employees can give vacation and sick days to a fellow employee to handle a family emergency.							
10.	Profit sharing							
11.	Stock options							
12.	Stock purchase plan							
13.								
N.	Phantom stock							
70.	Deferred cash compensation plan							

V. CHILD CARE BENEFITS:



Childcare is one of the top reasons why employees miss work, are tardy, or work a shorter day. Childcare benefits offered through the employer that range from flexible schedules to paid leave through employee assistance programs to childcare reimbursements can significantly reduce the mental and emotional stress that comes with complex childcare decisions. Employees become happier and more productive when they know their children are well cared for while they're at work. This is a win-win situation for everyone involved.

No.	Strategies and tactics to be evaluated:	ASSESSMENT				IMPLEMENTATION		
		NA	Y	N	NI	P	RP	DD
1.	Childcare on-site							
2.	Childcare referral assistance							
3.	Childcare financial assistance							
4.	Back-up childcare assistance							
5.	Lactation room on-site							
6.	Play/activity area for children							
7.	Parenting classes and workshops provided							
8.	Discounts on Summer camp programs							
9.	Grants awarded for Summer camp programs							
10.	Part time summer jobs for employee's children							
11.	Scholarship program for employee's children							
12.	Assistance with adoption fees							
13.	Paid parental leave following birth or adoption							
14.	Early shift/late shift flexibility for parents with children							
15.	Babies can be brought to work during the first 6 months after birth on an as-needed basis							
16.	Children can be brought to work on snow/stormy days or other school cancellation days.							

VII. CONVENIENCE BENEFITS: *(Partial)*



Time is a precious commodity. Employee benefits focused on convenience makes employee's lives easier. Employees are trying to achieve a healthy work-life balance and for many of them there's too much to do, and not enough hours in the day or week to get it all done. This stress affects productivity on the job. Convenience benefits such as an errand service that removes tasks from the employees' personal "to-do" list, or an on-site service that is performed during the workday while an employee is working would allow employees to focus on their work responsibilities. Any convenience benefit that saves time, effort and money is appreciated. With a happier and less-stressed employee, both the company and the employee wins.

No.	Strategies and tactics to be evaluated:	ASSESSMENT				IMPLEMENTATION		
		NA	Y	N	NI	P	RP	DD
1.								
2.	On-site ATM machine							
3.	On-site concierge service							
4.	Dry cleaning pick-up/drop off							
5.								
6.	Medical screening van visits company parking lot							
7.								
8.	Auto detailing on site with a 3 rd party van							
9.	Tax preparation on-site							
10.	Company store with cards, flowers, convenience items, company merchandise, etc.							
11.	Car oil changes on-site with mobile van							
12.	Food trucks with ethnic foods at lunch time							
13.	Free water, juice, coffee, tea, hot chocolate, and/or healthy snacks							
14.								
N.	Full serve cafeteria							
27.								

VIII. COMMUNITY SERVICE BENEFITS: *(Partial)*



Employees like to work for companies that care about issues that are larger than the company itself. Customers like to do business with companies that care about the communities in which they conduct business. Your employees can serve as great ambassadors for your company while serving the community as well as develop interests and skills for both job and personal development. Giving back to the community gives both the company and the employee a sense of pride and identity.

No.	Strategies and tactics to be evaluated:	ASSESSMENT				IMPLEMENTATION		
		NA	Y	N	NI	P	RP	DD
1.	One or more days paid time off for community service	<input type="checkbox"/>						
5.	Leave an hour early to vote on Election Day	<input type="checkbox"/>						
6.	Adopt a nursing home	<input type="checkbox"/>						
7.		<input type="checkbox"/>						
9.	Adopt a kindergarten or school	<input type="checkbox"/>						
10.	Adopt a school class	<input type="checkbox"/>						
12.	Mentor a non-profit organization	<input type="checkbox"/>						
13.	Big brother/big sister participation	<input type="checkbox"/>						
15.		<input type="checkbox"/>						
16.	Job shadowing for high school students or local community college	<input type="checkbox"/>						
32.		<input type="checkbox"/>						



A Wise Old Owl Once Said . . .

"How wonderful it is that nobody need wait a single moment before starting to improve the world."

~ Anne Frank
Diarist

XII. COMPANY OUTINGS: *(Partial)*



Benefit offerings come in all shapes, sizes, and form, giving employees a variety of experiences. Company outings break the daily routine at the office and are a great way to get to know fellow employees outside of the work environment. Outings are also an opportunity to connect with employees from other departments who they typically may not often communicate with. This allows them to build new friendships, share creative ideas, and better understand the functions of other departments. When your employees are satisfied with their work environment, and feel comfortable with other company employees, there is a higher probability they will work hard and want to perform well for the company.

No.	Strategies and tactics to be evaluated:	ASSESSMENT				IMPLEMENTATION		
		NA	Y	N	NI	P	RP	DD
1.	Trip to a nearby casino							
2.	Foliage bus tour							
3.	Night out in a major city – Boston, New York, etc.							
4.	Night out at the Theatre or Opera							
5.	Night out at the Symphony							
6.	Event at an Omni Theatre							
7.	Harbor cruise or boat cruise on a lake							
8.	Annual summer outing at a pro baseball game							
9.	Annual winter outing at pro hockey, basketball game							
10.	Annual Fall outing to a professional football game							
11.	Ski Weekend getaway							
12.	Rent a Golf Course for a day							
13.	Yearly conference at a resort							
14.	Clambake on a beach or professionally catered cookout with a theme.							
N.								
25.								

XVII. James S. O'Donnell - - Bio:

Mr. O'Donnell is a Founding Partner of **Crevand, Inc.** a specialty Online/Internet Marketing Strategy company formed with his son, Dan, in 2008. Crevand's creative strategies uniquely enable businesses of all sizes to leverage their online assets to out-market their competition and effectively manage their marketing campaigns for raising brand awareness, both online and offline. Crevand, Inc. is a trusted SEO agency with an expertise in Search Engine Optimization (SEO) and Search Engine Marketing (SEM) that offers its clients a customized range of proven marketing services that deliver results. With over fifteen years of experience optimizing and ranking web sites for increased search engine presence, online branding, traffic generation, and top rankings, we provide clients with targeted search engine traffic and cost-effective SEO campaigns with a high ROI. Research and data are the backbone of every SEO campaign. In a continually changing search market, testing, data, and knowledge are what drives our client success. As an innovative online marketing agency that emphasizes creative marketing campaigns through SEO/SEM solutions, targeted content marketing, and data driven research, Crevand, Inc. will create a high visibility online presence for your business that will generate quality traffic resulting in increased business revenue. Crevand has two offices, one in Wolfeboro, NH and the other in Boise, ID.

Mr. O'Donnell also founded **Jaguar Management Consulting Group, Inc.** in Kingston, NH in 1995 to counsel business owners and senior management teams struggling with growth and cash flow constraints. He provides practical, cost-effective, traditional marketing and online marketing strategies, business development and growth strategies, financial management controls, and turnaround management methodologies to revitalize and reposition the business for profitability. Although he still consults, his primary endeavors are now focused on Crevand, Inc. In his consulting capacity, Mr. O'Donnell has counseled hundreds of businesses to effectively manage their bottom line, increase revenues, and implement cost control strategies.

Prior Responsibilities and Experience: Mr. O'Donnell has served both the Public and Private sectors and has consulted with companies of all sizes. He has completed a CFO/COO project to turnaround a telecom company where this company was restored to profitability as well as implementing a series of highly successfully Search Engine Marketing Strategies. Previously, he managed an eight-year, part-time consulting contract with the City of Portsmouth, NH Economic Development Dept. with services that included developing and implementing marketing strategies, business development processes, business planning, conducting productivity studies, financing strategies, and conducting business seminars for over 375 businesses. Concurrently, he also fulfilled a three-year, part-time consulting contract with the City of Somersworth, NH Economic Development Dept. providing similar services to over 50 small businesses. Additionally, he proposed and managed a long-term, part-time contract with the New Hampshire State Port Authority counseling fisherman leaving the fishing industry to start new ventures.

Mr. O'Donnell was President of a publicly traded computer company that marketed software products and services for managing municipalities. This was a turnaround situation where the company was restored to a break-even position. Additionally, he held a number of senior management positions chartered with the mission of starting new international Consulting Services, Professional Services, and Customer Services divisions where he had complete P&L responsibility for revenue generation, business

development, marketing and sales strategy, productizing intangible services, financial management, and building successful, responsive, and profitable organizations at Prime Computer, Symbolics, Inc., and Applicon, Inc.

Jaguar Consulting has developed a number of **Self-Assessment Marketing and Management Guides and Checklists** whereby businesses can conduct internal assessments for identifying both growth opportunities and areas of inefficiency. These products include a One Month Business Tune-up Checklist, Retail Store Self-Assessment Checklist, Restaurant Self-Assessment Checklist, Business Start-up Checklist, Employee Benefits Checklist, and a Checklist for Selecting an Assisted Living Facility for Yourself or a Loved One.

Mr. O'Donnell has taught several seminars and workshops that include Starting a Small Business, Business Planning, Managing Through a Difficult Economy, Google is Your Friend, and various Internet Marketing Strategy topics.

Education: Mr. O'Donnell holds an MBA from Babson College, a Bachelor of Business Management from Merrimack College where he graduated with the highest Grade Point Average in the Business Administration Program, and an Associate of Mechanical Engineering from Franklin Institute of Boston.

Community: He has served as a Board Member for the Kingston Children's Center for three years, Atlantic TurnKey Corporation for two years, New Hampshire State Port Authority's Fisherman's Revolving Loan Fund for three years and the Society of Professional Consultants for four years as well as Management Advisory Committees for several small businesses, the Advisory Board for the University of New Hampshire's CEO Forum, a member of US Senator John E. Sununu's Small Business Advisory Group, the Portsmouth Chamber of Commerce's Business Development and Technology Roundtable Committees, three years as a judge to annually select the Top Ten Best Company's in NH, and four years the New Hampshire State Director for the nationally known FastTrac™ Business Planning and Business Start-Up programs. He also received an "Excellence in Business Counseling" award at the NH Economic Development Conference in December 2000. In May 2017, Mr. O'Donnell was appointed to the Town of Wolfeboro's Economic Development Committee as an Alternate Member for two years.

Personal: Mr. O'Donnell enjoys spending time with his four adult children and his grandchildren. Leisure time activities include traveling, hiking, walking on the beach with his wife, snowshoeing, kayaking, classical music and reading. Recently he has taken up swimming and participated in the swim leg of the NH Granite Man triathlon the past three years. One of his goals is to have a part-time business with each one of his children and grandchildren for both fun and profit.

XVIII. Jaguar Management Consulting Group, Inc:

Business Development Services

Introduction: If you are an executive of a company, a principal of a small business, or an individual entrepreneur who envisions their company at a significantly higher level of growth and profitability, it is imperative you engage an experienced consultant that not only shares your vision, but also provides the creative and innovative strategies that will propel you to that higher level.

Some consultants have an expertise in Marketing, some in Finance, and some in Manufacturing Processes. Jaguar Consulting has an expertise in Business Development! Business Development transcends all other individual disciplines. With the integration of both "Top Line" and "Bottom Line" strategies, we provide practical, cost-effective solutions that complete the "Puzzle", rather than providing just a small "Piece of the Puzzle" that the typical one-dimensional consultant offers.

Profitability Study: A comprehensive, in-depth profitability study of your company's operations to identify cost-effective strategies for generating increased revenue and eliminating profit drains. This study will help generate new revenues based on your company's distinct competencies, hidden assets or unique skills, processes, and core technologies. Additionally, the study will isolate underperforming products, services, and assets that potentially can be eliminated or improved. Customer needs are evaluated, and a plan implemented to cost-effectively satisfy these needs. Assistance with implementing all, or part, of the high growth, profit generating tactics and strategies is also available.

Quarterly Reviews: An independent, thorough, honest, unbiased, no-nonsense, cost-effective assessment of your company on a quarterly basis. This is a streamlined version of the Profitability Study and is a comprehensive assessment process which analyzes your company's financial statements, marketing and sales strategies, and overall business strategies including business plans, marketing materials and other key documents. In-depth interviews are conducted with selected members of your management team as well as with key employees. This is not a one-time event, but instead is a process that occurs each and every quarter for a minimum of one year. Significant results are only accomplished by diligent adherence to a continuing process, not by a one-time isolated review.

Turnaround Management: For various reasons, companies sometimes find themselves in a temporary situation where the business is not performing at an optimum level or, even worse, has experienced financial deterioration as a result of an economic downturn, market shifts, insufficient working capital, eroding margins or operating losses. In these situations, turnaround management strategies must be implemented immediately to prevent further deterioration, and, more importantly, to start the recovery process for quickly returning to profitability. Jaguar Consulting can help. An assessment is first conducted to determine optimum strategies for concurrently growing revenue and reducing costs. Next, a turnaround management plan is developed that includes cost reduction and financial controls, managing cash and other assets, and improving or eliminating product lines or business units. Additionally, all non-productive administrative processes and activities are identified and eliminated. In parallel with cost reductions, high revenue generation and high margin products and services strategies

are implemented. We can function in either the role of an Interim Manager to assume responsibility for managing the turnaround or as a consultant to guide you and your senior managers through the turnaround process.

Interim Management: On a temporary basis, becoming an active member of your management team that may include an interim management position, an advisor role to a senior executive, a retainer that includes scheduled periodic review and strategy sessions, or serving as a member of your Board of Directors or Management Advisory Committee.

Marketing: With a focus on the pre-eminent strategy of Business Development, conduct a marketing audit to identify alternative marketing strategies and techniques. Develop a Marketing Plan for implementing short- or long-term marketing, sales and business development strategies and techniques. Develop innovative strategies for market and product differentiation resulting in higher sales revenue, increased market penetration and more favorable positioning with your customers and prospects.

Finance: With a focus on the pre-eminent strategy of Business Development, perform cash flow analysis and financial planning, develop financial projections, develop a budget, break-even analysis, ROI of investments, cost reduction, asset management of cash, inventory, accounts receivable & capital assets, loan proposals, debt restructuring, and business valuations of small businesses.

Business Development Checklists: With the business development checklists, you can easily access and apply the knowledge of a skilled, experienced consultant to help you grow your business for less than \$100.00! The checklists provide you with a comprehensive **"Do it yourself"** consulting and business assessment process. At your leisure and in your office, your home, and even while traveling, you can now conduct a thorough assessment of your operations. In every business, opportunities abound for improvement - increasing revenue, improving customer relations, and reducing costs are the three critical elements for sustaining long-term profitability. The time invested in conducting this business assessment will pay you large dividends in the form of operational efficiencies and profitability and, importantly, will help you identify key tactics and strategies for evolving your business to the next level of growth and profitability. **Do it yourself - and reap the rewards!** If needed, the checklists can be supplemented with periodic guidance from Jaguar Consulting to ensure maximum results.

Types of Businesses We Advise: We enjoy advising the full gamut of businesses ranging from large national companies to small businesses and individual entrepreneurs that compete in a broad spectrum of industries. Flexible pricing and payment options are considered based upon the market opportunity, the financial condition of your company, and the magnitude of the consulting project – we are committed to be your "partner" and to achieving Bottom Line results.

Take the Next Step: Where your business has been, or is today, is no longer important. **What matters most is what comes NEXT!** Take the next step on the road to growth and profitability by contacting us via 603-569-4600 or email Jim@JaguarConsulting.com for a No-Cost, No-obligation conversation to discuss your company's opportunities.

XIX. Other Business Checklists - - Descriptions

Retail Store Management and Marketing Checklist: Retail storeowners and managers can now conduct a thorough "Self-Assessment" of where their operations stand today, and then, based upon the results of this analysis, implement sound business strategies for accelerating growth, reducing unnecessary waste, and improving their store's profitability. This unique management tool features over 1,000 tactics, strategies, and action items for evaluating twenty-five different operational categories ranging from store image to customer service to marketing. The Checklist includes a simple process for helping you identify the highest priority tasks along with assigning responsibilities and due dates for completing each action item. This process is your personal management tool for tracking progress. Bring your retail store to the next level of growth and profitability by using this management Checklist today. To see how your store can benefit from this Checklist, visit [Retail Store Management and Marketing Checklist](#)

Restaurant Management and Marketing Checklist: Restaurant owners and managers can now conduct a thorough "Self-Assessment" of where their operations stand today, and then, based upon the results of this analysis, implement sound business strategies for accelerating growth, reducing unnecessary waste, and improving their restaurant's profitability. This unique management tool features over 1,425 tactics, strategies, and action items for evaluating thirty-two different operational categories ranging from restaurant image to customer service to marketing. The Checklist includes a simple process to help you identify the highest priority tasks along with assigning responsibilities and due dates for completing each action item. This process is your personal management tool for tracking progress. Bring your restaurant to the next level of growth and profitability by using this management Checklist today. To see how your restaurant can benefit from this Checklist, visit [Restaurant Management and Marketing Checklist](#)

Employee Benefits (Employee Motivation) Checklist: Motivating employees and keeping them motivated is one of the most difficult, and most rewarding, activities of a senior manager. Even in the most difficult of economic times, we know employees have choices regarding the company, and the culture, in which they prefer to work. This checklist is designed to be a self-assessment management tool for conducting an evaluation of your company's employee benefits and motivational strategies. Offering over 500 ideas, this guide is designed for the serious management team that truly wants to evolve their business to the next level of growth and profitability via the strategy of employee satisfaction. To see some ideas for what your company could do to improve employee satisfaction, visit [Employee Benefits \(Employee Motivation\) Checklist](#)

Business Anniversary and Celebrations Checklist: This checklist has over 400 ideas to help your business enjoy its important milestones and celebrate its employees and customers. This Checklist features many interesting marketing and fun activities for restaurants, retail stores, child themed stores and numerous ideas for all types of businesses. This is a great way to build employee morale and connect with your customers - - show them how much you appreciate them. Have fun at your celebration with some of the ideas featured in the [Business Anniversary and Celebrations Checklist](#)

Personal Readiness To Start A Business Checklist: Am I prepared to be a business owner is the most important question that must be asked? With over 300 insightful

questions and action steps, this checklist will help you answer that question. The Checklist is a self-assessment tool that is designed to help you prepare for starting a business. Its primary focus is on determining if you are truly ready to start a business by examining a range of topics that include family considerations, financial resources, personal and professional support systems as well as many other vital subjects. Each module has a simple process that allows you to take an inventory of all the factors and actions necessary for success. This can be done quickly and easily and will rapidly identify areas that will require you to seek additional information or to conduct more research. Beside each question or action item is a space for making notes that will help facilitate the evaluation process and serve as a reminder to follow up on certain items. This is a simple personal management process to help keep you focused. The checklist is based on the author's experience with hundreds of small businesses. To get started now, visit [Personal Readiness To Start A Business Checklist](#)

If, after taking this assessment you believe you are truly ready to start a business, then consider the **Start a Business Checklist – Implementation** described below.

Start A Business Checklist - Implementation: Am I prepared to be a business owner is the most important question that must be asked? The "Implementation" Start A Business Checklist is much more extensive than the "Personal Readiness" Checklist. This Checklist will help you minimize mistakes and prepare you for a successful launch of your business. The same 300+ questions and action items are asked but included is a comprehensive format and process to help you manage priorities, due dates, and the resources required to launch your business. Additionally, there are Summary Charts and Tables showing the various Business Entity Types, a discussion of The 13 Worst Business Start-Up Mistakes, and a chart for Viable Alternatives to Starting a New Business. Also included is the complete Business Planning Guide (described below) that will guide you through the process of writing your business plan. If you purchase this Checklist, then **DO NOT** buy the *"How To Write A Business Plan Guide"* as it is included. The Start A Business Checklist is based on the author's experience with hundreds of small businesses. If you are serious about launching your business, this is the checklist for

The **How To Write A Business Plan Guide** is designed to provide a process for creating several variations of a business plan with each variation used for a specific purpose and for a specific audience. This guide features a One Page Executive Summary Format, a Simplified Model for a Business Plan, guidance for Creating a Comprehensive Business Plan, instructions for How to Use the Business Plan Guide, a discussion of The Business Plan creation Process, helpful Tips for Writing the Business Plan, a sample Business Plan Outline, a Business Plan Outline Description, 2 sample Cash Flow Statements that are downloadable for your business plan, 22 Market Research Sources, and 27 possible Funding Options. A comprehensive business plan that is well-written, based upon market research, and is supported by a conservative and thoughtful Cash Flow Statement will provide a structure for helping to make your business successful. This guide is based on the author's experience with hundreds of small businesses. To get started with writing your business plan, visit the [How To Write A Business Plan Guide](#)

Business Plan Review: Would you benefit from having an experienced businessperson review your business plan before you present the plan to potential investors or bank loan officers? Once your business plan has been written, I will spend up to two hours reviewing your business plan or loan proposal for completeness, viability, and to see if it "makes good business sense". In other words, let's catch any mistakes now! This review does not include rewriting any part of the plan, conducting market research, modifying

the Cash Flow Statement, or commenting on any legalities, but I will review the assumptions, the numbers, the marketing plan, and the overall presentation as well as provide feedback on my general impressions. I'll give constructive feedback with some brief written comments, ask some questions of clarification, and provide helpful suggestions for improving your Business Plan. Take advantage of this value-priced service by visiting [Business Plan Review](#)

Business Documents Review: Would your business benefit from having an experienced businessperson review your strategic plan, marketing plan, Search Engine Optimization strategy, Search Engine Marketing plan, business plan, expansion and growth strategy, Cash Flow Statement, or any other business initiative? Do your plans need validation or tweaking?, Do you need help identifying areas of improvement or selecting a better option? Are you currently getting the results you want? If not, perhaps having an experienced set of eyes "take a closer look" will provide a new perspective. Our Business Documents Review Services are tailored to fit your needs and budget. For more info visit [Business Documents Review](#)

Custom Checklists and Guides: If you like the content, organization, and format of my checklists, then I can customize an existing checklist (or create a completely new Checklist) for your business or industry. For more info visit [Business Documents Review](#)

Checklist for Choosing an Assisted Living Facility for Yourself or a Loved One: This Checklist features over 650 items to be considered when making this critical family decision. If you have a family member, friend, relative, neighbor, or business associate considering an Assisted Living Facility lifestyle, or a senior living home, for themselves or a family member, this checklist will make the decision-making process much easier. This checklist is based on our family's personal experience with selecting an ALF for my Mother-in-law, handling several of her medical emergencies at the ALF, and working through several ALF organizational changes. Select the "right" Assisted living Facility for your loved one by visiting [Checklist for Selecting an Assisted Living Facility](#)