



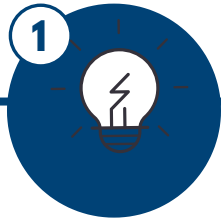
business and executive coaching

**BUSINESS
START-UP**
—
**MANAGEMENT
&
ADMIN**

**RESEARCH
WORKBOOK**

6

MANAGEMENT & ADMIN THE SIXTH PART OF YOUR RESEARCH



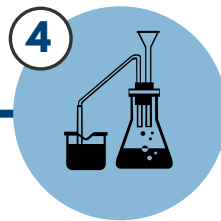
1

**What is your
idea?**



2

**Who is your
customer?**



4

**Your
Experience -
helping you start**



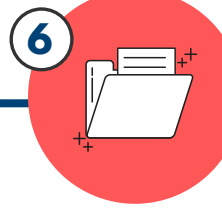
3

**Your
Market - How do you
compare & compete?**



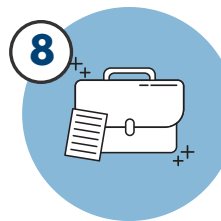
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**Business Skill
helping you start**



6

**Management &
Admin**



8

Reserves



7

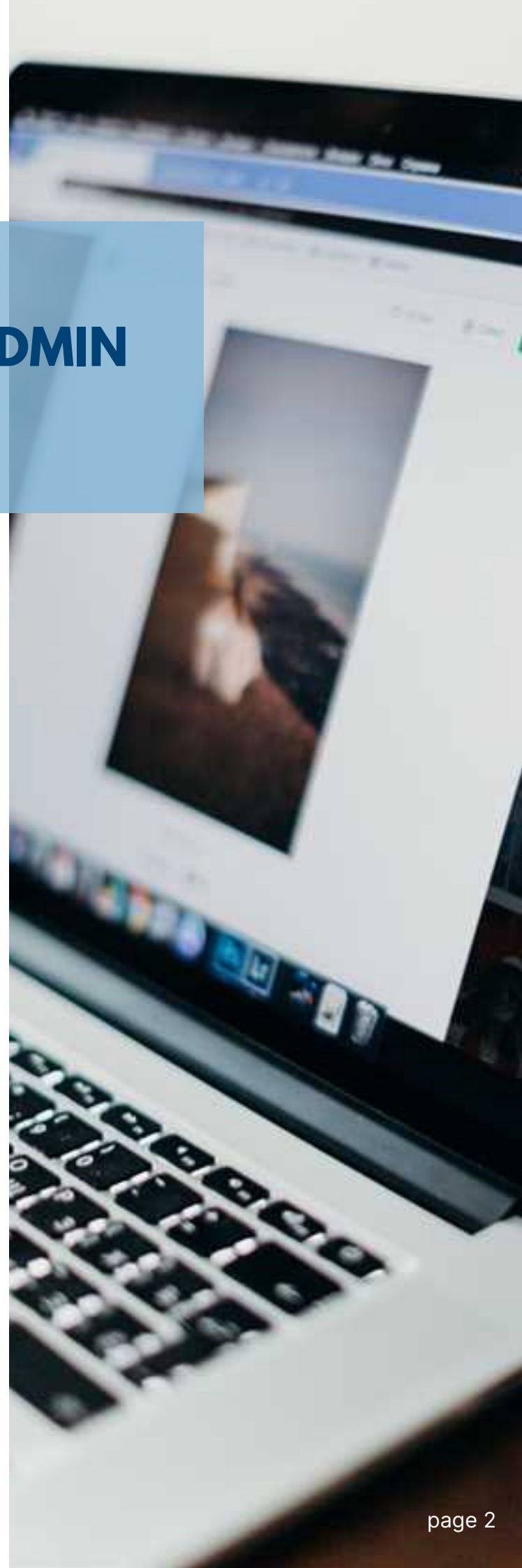
**Have you got the
money?**

MANAGEMENT & ADMIN

Good management and administration not only increases your chance of success but also reduces waste and stress. Well planned processes enable the customer to have a good experience. These five questions explore how you can set up your first effective systems.

Under each question there are exercises which will help you think in greater depth about what you want to do. Develop your thoughts will save time, money and resources as you test it in the market place.

This workbook should be used in conjunction with the accompanying video which gives more detail.



QU 1 DO YOU HAVE A SYSTEM FOR YOUR RECORDS AND ADMIN?

**SALES
INVOICES**

**BANK
RECEIPTS &
PAYMENTS**

**ORDERS
REC'D**

PRODUCTION

PURCHASES

**CUSTOMER
DETAILS**

**MARKETING/PR/SA
LES**

OTHERS

QU 2

CAN YOU FIND PEOPLE TO WORK WITH YOU?

JOB DESCRIPTION	Skills Needed	Who is doing it now?	Where can you find or outsource it?

QU 3 DO YOU KNOW WHERE YOU CAN GET BUSINESS SUPPORT AND ADVICE?



Strategy & Production

Finance

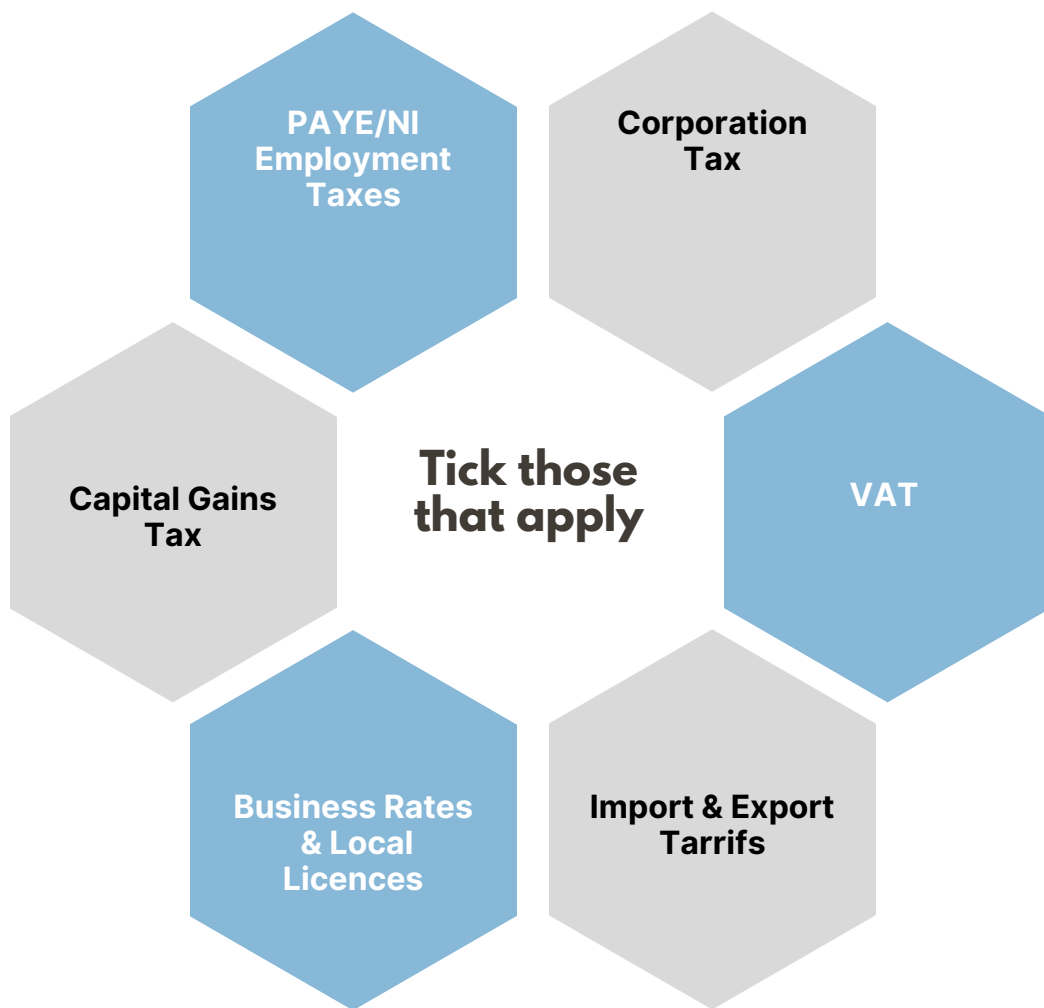
People

Legal

Contact me if you further advice. I always have a list of specialists

QU 4 DO YOU KNOW WHAT TAXES YOU WILL HAVE TO PAY?

Check with your tax adviser and relevant authority which are applicable. Make sure that you are keeping the relevant documents and know your reporting requirements.

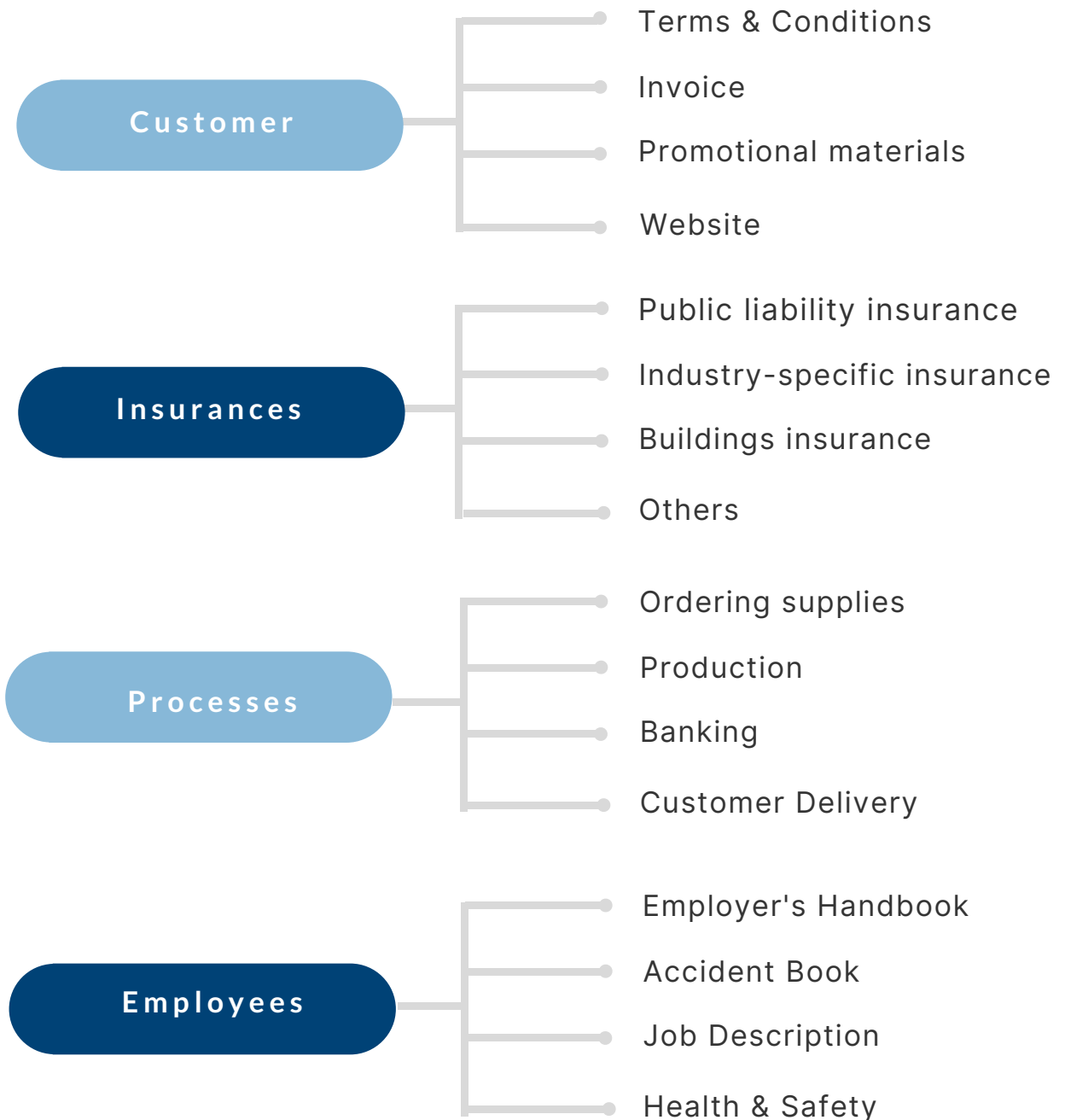


List the reporting authority & periods

List the documents needed:

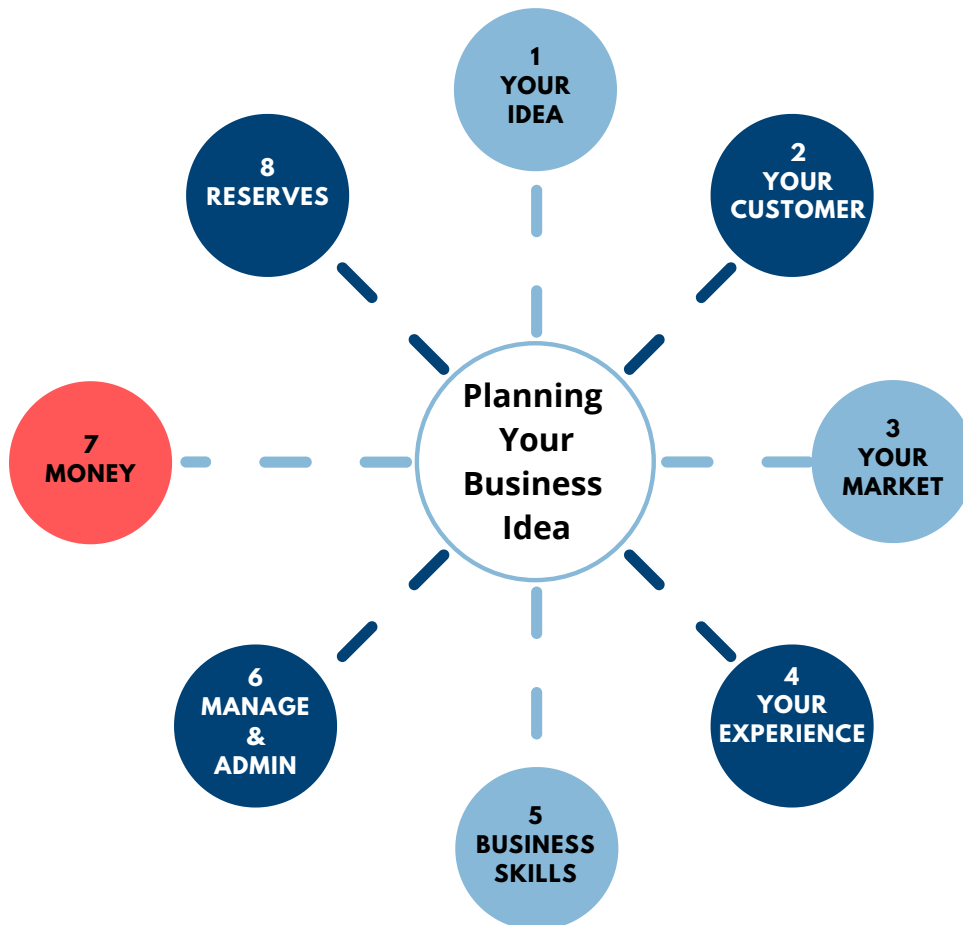
Who is your accountant or tax adviser?

QU 5 HAVE YOU GOT YOUR STANDARD DOCUMENTS PREPARED?




THE NEXT STEP

MONEY



Now that you have more clarity about how you are going to manage your business go and look at the money section. The next worksheet will take you through another five questions which develop your plan so that you finance your business more effectively.

A top-down view of a desk setup. On the left is a silver laptop with a black keyboard. In the center-right is a black tablet. Below the tablet is a silver pen and a pink notepad. A semi-transparent blue rectangle is overlaid on the center of the image, containing white text.

**"For every
minute spent in
organizing, an
hour is
earned."**

Benjamin Franklin

The logo for James Talbot, featuring a stylized blue figure of a man walking to the right, followed by the name "james talbot" in a blue, lowercase, serif font.

**james
talbot**

j www.jamestalbot.net