

Maximize Profit Worksheet. Copyright 2016, TimKGarrison.com

Instructions:

- * Enter a score, 1-5 for each statement in each section. A score of 1 means this never happens; a score of 5 mean this happens always. If the statement happens about half the time, enter a score of 3, and so on.
- * If the statement doesn't apply, leave it blank or enter zero.
- * At the end of each section add up your scores for that section.
- * At the end of each section add up the Total points possible for that section. Five points possible for each item you answered.
- * At the end of each section determine your Grade Score by dividing the Subtotal by Total points possible.
- * For Overall Results, determine your Total Grade Score by dividing the sum of Subtotals by the sum of Total points possible, for all sections.

Score 1-5

Section 1 - Management and Leadership

- | | |
|--|--|
| | Top level management readily takes responsibility for <i>all</i> problems in the company. |
| | We manage by planning rather than by crisis. |
| | Owner(s) and management are open and willing to learn new things. |
| | Management praises employees twice as often as they criticize / correct them. |
| | Employees who do not perform to our standards are quickly let go, retrained, or reassigned. |
| | Management encourages and embraces new ideas from employees and people outside of our company. |
| | Management encourages and embraces criticism from employees and from our customers / clients. |
| | We regularly invest in training for all management and employees. |
| | <i>Subtotal, Section 1 (sum of the above)</i> |
| | <i>Total points possible, Section 1 (five points possible for each item you answered)</i> |
| | <i>Grade Score, Section 1 (Subtotal divided by Total points possible)</i> |

Section 2 - Business Structure and Practices

- | | |
|--|---|
| | Our org. chart is accurate and up to date. |
| | Our marketing materials, website, social media, etc. are up to date, user-friendly, and professional quality. |
| | Our templates, systems, equipment operate efficiently and dependably. |
| | We regularly update / upgrade our templates, systems, equipment. |
| | During work hours, all phone calls and emails are returned within two hours. |
| | Extraordinary effort is made to avoid mistakes. |
| | The quality of our product is consistently A+. |
| | We have the right number of people on staff so that work loads are reasonable. |
| | Our relationships with trade partners and suppliers is robust, healthy and win-win. |
| | <i>Subtotal, Section 2 (sum of the above)</i> |
| | <i>Total points possible, Section 2 (five points possible for each item you answered)</i> |
| | <i>Grade Score, Section 2 (Subtotal divided by Total points possible)</i> |

Section 3 - Culture

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| | While at work, all people who work here smile and are happy. |
| | Every manager spends at least 10 hours a week training / teaching / mentoring employees. |
| | Our culture is all about team first. Team being defined as <i>our</i> team, the people who work here. |
| | The people who work here get along, do not backstab; they support each other. |
| | Our company's integrity is beyond reproach. |
| | We have zero tolerance for lapses of integrity among all who work here. |
| | Our facilities are clean and orderly. This applies to <i>all</i> areas: offices, warehouses, bathrooms, jobsites, etc. |
| | <i>Subtotal, Section 3 (sum of the above)</i> |
| | <i>Total points possible, Section 3 (five points possible for each item you answered)</i> |
| | <i>Grade Score, Section 3 (Subtotal divided by Total points possible)</i> |

Section 4 - Finances

- | | |
|--|--|
| | Our company pays its bills on time. |
| | Our company has a healthy cash flow. |
| | Our company is not in debt. Or if we have debt we always makes loan payments on time, stress-free. |
| | Management carefully examines balance sheets and profit / loss reports at least monthly. |
| | Bonuses / profit sharing motivates all employees to be team players and produce A+ work. |
| | Our employees are compensated more generously than the industry standard for our line of work. |
| | <i>Subtotal, Section 4 (sum of the above)</i> |
| | <i>Total points possible, Section 4 (five points possible for each item you answered)</i> |
| | <i>Grade Score, Section 4 (Subtotal divided by Total points possible)</i> |

Overall Results

- | | |
|--|--|
| | <i>Total Points, Sections 1-4 (sum of Subtotals, above)</i> |
| | <i>Total points possible, Sections 1-4 (sum of Total points possible, above)</i> |
| | <i>Grade Score, Total (sum of Subtotals above divided by Total points possible for all of the above.</i> |

What the Results Mean

- * Keep in mind that most companies are thrilled with 10% consistent profit. That doesn't leave much room for error; IE a few small mistakes or problems quickly erode that thin profit margin. Big mistake outright kill any chance for profit.
- * If you score less than 90% in any section, your chance for profit isn't very good. You need help.
- * If your Total Grade Score is less than 90%, again, you are probably not as profitable as you should be. Get some help.

How To Get Help

* W. Edwards Deming, the worldwide business guru responsible for Japan's economic rise after World War II, and for the American auto industry turnaround in the 1980s said:

"The fact is that management can not learn by experience on the job what they must do to improve quality and productivity and the competitive position of the company. Nor can they learn it in school. In fact, anyone could pass with high marks all the regular courses offered in colleges and universities in business, statistics, and engineering, yet come off with not the faintest idea about how to improve quality, productivity, and competitive position."

Deming is telling us that running a business profitably is NOT intuitive. To maximize profit, help must come from an expert outside the company. I know this is true based on my own companies, the books and articles I've published, and my consulting work with other companies.

Please contact me via my website to set up a free Maximizing Profit consultation: www.TimKGarrison.com.