

# - THE ISSUES SOLVING WORKSHEET-

*As a business owner you are always going to find issues in your business. Use this worksheet weekly to identify your top issues, then narrow down that list to the top 3-5 issues that can be solved the following week.*

**List off all of your issues from the last week here:**

An issue is identified as a problem, obstacle, barrier or opportunity. To help you identify the issues, break down your issues into the following themes Marketing, Retention, Management and Operations.

| Issues            | Impact | Importance<br>(high, medium, low) | Date to solve: |
|-------------------|--------|-----------------------------------|----------------|
| <b>Marketing</b>  |        |                                   |                |
|                   |        |                                   |                |
|                   |        |                                   |                |
|                   |        |                                   |                |
| <b>Retention</b>  |        |                                   |                |
|                   |        |                                   |                |
|                   |        |                                   |                |
|                   |        |                                   |                |
| <b>Management</b> |        |                                   |                |
|                   |        |                                   |                |
|                   |        |                                   |                |
|                   |        |                                   |                |
| <b>Operations</b> |        |                                   |                |
|                   |        |                                   |                |
|                   |        |                                   |                |
|                   |        |                                   |                |
|                   |        |                                   |                |

# - ISSUE SOLVING PROCESS -

## Step 1: Identify the issue

First of all, you need to identify the biggest issues in your practice that are holding you back from making progress towards your goals.

Most of the time the issue that is causing you the most drama is rarely the “*real issue*”.

Step back from the problem and dig deep to find out what is causing the “*real issue*” in your business.

Once you have identified the “*real issue*”, add it to your issues worksheet and move to step 2 of the issues solving process.

## Step 2: Discuss the impact

Once you have identified the “*real issue*” you need to discuss the impact that it’s having on your business and you personally.

If you have a business partner or manager, discuss this in an open and honest environment so that everyone can share their thoughts, concerns, and solutions regarding the issue.

Once everything is out on the table and you understand the real impact it is having on you and your business, it’s time to move to step 3.

## Step 3: Importance

Now that you’ve identified the issue and the impact that it’s having on you and your business, it’s now time to identify how important this issue is to solve.

To help you identify the importance simply choose from the following:

**High-** It must be solved within the next 7 days.

**Medium** - It must be solved in the next 30 days.

**Low** – It must be solved in the next 90 days.

Once you’ve identified its importance, move on to step 4, solving the issue.

## Step 4: Solve

Now it’s time to plan a solution for all your issues.

If you have a business partner or manager discuss possible solutions with them. Once everyone agrees on a solution, simply choose a date for when you can solve this issue. Once you have a date, then allocate a person to take ownership of this and then reported back the following week.

Review the issues solving worksheet in your next state of the business meeting.