



## **Building A Successful Team**

*Use the instructions provided to lead you to developing a successful team in your business.*

Creating a highly functional, successful team is an essential part of building a sustainable business. Your team can be composed of a variety of contributors – your employees, partners, vendors, satisfied customers, friends and family.

Use this worksheet to consider how you would like to build your team.

Before you begin, take a moment and consider *why* having a team of people can benefit you and your business. Here are a list of reasons to weigh in your own heart:

- Their services
- Fresh eyes
- Talent
- Skills
- Experience
- Exponential growth
- Accountability
- Relationships
- The opportunity to share wealth with others
- Passion
- New knowledge
- Gifts
- Support
- Bandwidth
- Personal growth
- Creativity
- Synergy
- Experiencing abundance
- Expertise
- Balance
- Wisdom
- Their time
- Camaraderie
- Commitment
- Motivation
- Helping get unstuck
- Knowing you're not totally alone

Ideally, a business owner who surrounds him- or herself people possessing a blend of complementary talents, personalities, skills, experience, and commitment will enable his or her business to multiply its success in every conceivable way:

- In terms of impact
- In terms of service
- In terms of offerings
- In terms of creativity
- In terms of sales
- In terms of fulfillment

Build your team with the following members:

- **You** -
- **Your employees**
  - Someone you pay
  - Someone that provides you a service
  - Someone you direct



- **Your partners**
  - Barter arrangements
  - Vendors
  - Service providers
  - People or companies you identify to create or deliver products or services together
  - Affiliate partners
  - A whole host of creative relationships you develop with other people or businesses
  
- **Your network**
  - Anyone in your life in any way shape or form
  - People who run a similar business as yours
  - People who used to run a similar business as yours
  - People that serve a similar target market
  - Friends, family, and acquaintances
  - People who give you referrals
  
- **Your satisfied customers**
  - They will come back for more services and referrals
  - They can provide you powerful, positive testimonials
  - You can create unique partnerships
  - Create a host of win-wins

**1. Consider the type of culture and environment you would like to create in your organization and with your team:**

<b>Company Core Values:</b>  • <i>[List them here]</i>
<b>Company Core Purpose:</b>  <i>[List here]</i>
<b>Company Long-Term Inspired Goal:</b>  <i>[List here]</i>
<b>How would you like your products and services be a reflection of your Core Values, Core Purpose, and Long-Term Inspired Goal?</b>  <i>[Your answer]</i>

**Imagine your business is fully operational and living out all the elements of your company vision. Imagine the culture of the team that creates and delivers solutions to your customers. Describe the people of your team below.**

**[Your answer]**

**How do you want your team to be perceived by your customers, your community, and by the world?**

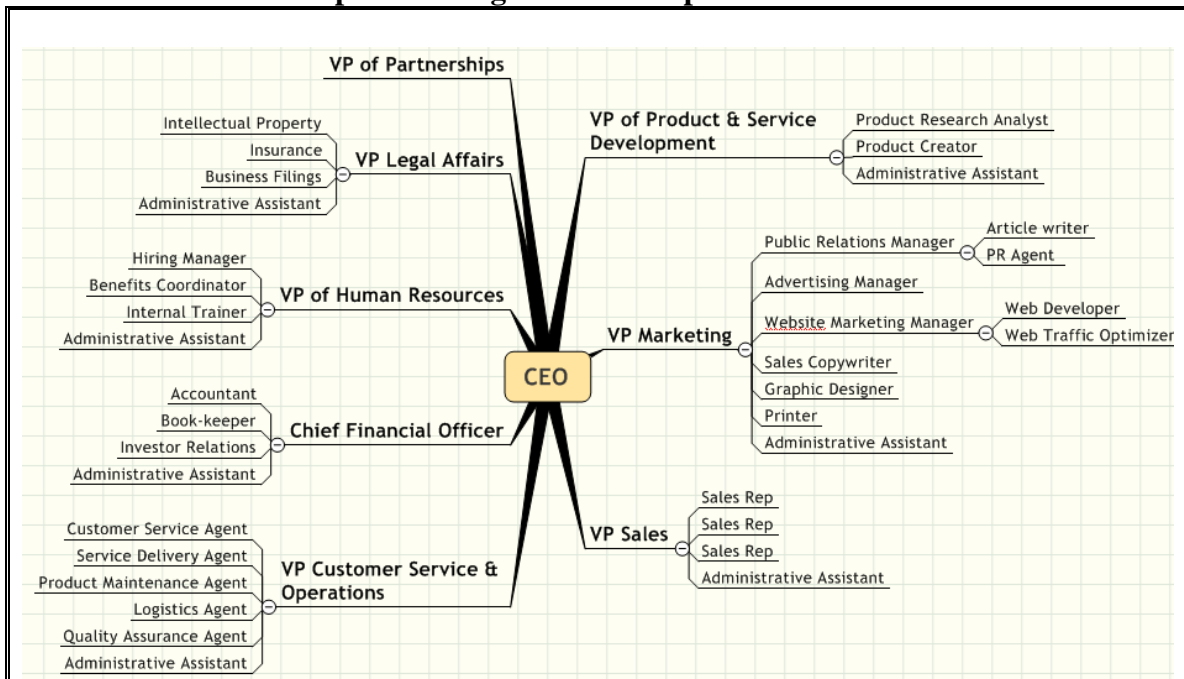
**[Your answer]**

**What are three things you can implement into your business right away that will enable you to start living this vision today?**

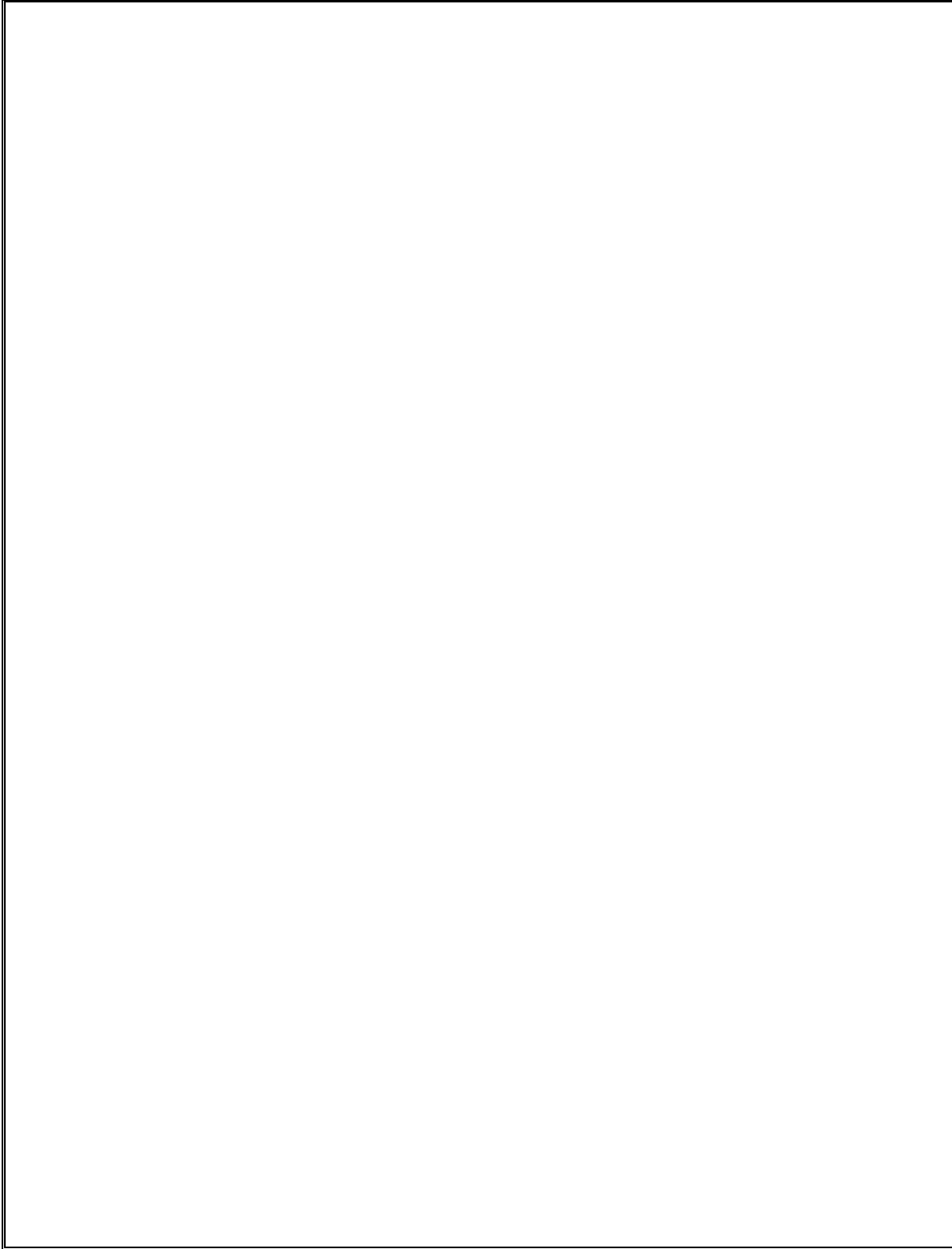
**[Your actions]**

**2. Next, draw out a map of your team:**

**Do this by identifying all the possible buckets of responsibility that surround the CEO. Here is an example of an organization map:**



**Create the map of your organization here (Use extra paper if needed):**



**Make sure your map includes every technology, partner, vendor, and customer who contributes to the operations of you business.**



- 3. Next to each role in the organization map you created in #1, write down the person or partner responsible for carrying out the responsibilities of that role currently. It could be you, an employee, a partner, someone in your network, or a satisfied customer.**
- 4. Look at the roles you are currently handling yourself, and target 4-6 that you could hand off to someone else in the coming weeks and months.**

In making this decision, think about where your strengths and talents are most needed. Also consider where you might benefit from the support of another. Also, remember the 80-20 rule – 80% of your business growth, success and fulfillment is derived from 20% of your daily activities. See if you can reallocate others to the 80%, so that you can focus on the most important 20%.

**List the targeted roles you would like to hand off to someone else:**

<ul style="list-style-type: none"> <li>• [Your list]</li> </ul>
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- 5. Now get creative and for each role you listed above, brainstorm all the possible people, vendors, partners, technologies, or solutions that could handle that function. Set a target date for when you'd like to have that role off your plate.**

Role	Brainstorm Possible Alternative Solutions	Targeted Timeline to hand off this role

- 6. Create a step-by-step plan for how you can transition each of the roles you listed above to someone else.**



**As you create your plan, remember the **Seven Secrets to Building Successful Teams:****

1. Make everyone successful.
2. Create 100% clarity about roles and responsibilities by having clearly documented systems and procedures.
3. Understand every aspect of your business before you hand it off to someone else.
4. Accept that you are always the one who is ultimately responsible for everything. Having a team doesn't give you permission to blame someone else.
5. Whenever there is a problem, assume it's the process, not the person.
6. Trust in others' wisdom and their sage-dom will appear.
7. Be undeniably grateful every single day for every single contribution made.