

My Name:

My Business Name:

My Personality Traits

List the **personality traits** you need to be successful in your business. Start with the list of core traits below, tick the ones you believe you are good at. Then, take a look at your colour assessment result, and add any more that will be useful to your specific business. Finally, check out the other colours. Anything there you want to work on? Remember all the colours bring something different to the party – balance is key to success.

Tip: If you have problems being objective, ask someone who knows you really well to help.

Traits	✓	Traits	✓	Traits	✓
BRAVE		ENERGETIC/		ORGANIZED	
DETERMINED		ACCOUNTABLE		PRODUCTIVE	
SELF-MOTIVATED		RESILIENT		STRATEGIC THINKER	
WILLING TO DELEGATE		ENTHUSIASTIC		PLANNER	

My Work/Life Experiences

List the top 5-10 **work/life experiences** you've had that you feel will help you the most in running your business.

Tip: These could be paid or voluntary or home maker experiences. Personal situations you've had to deal with or overcome. Think about clubs and teams, too – online or offline.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

My Business and Soft Skills

Considering the 3 hats discussion – the Crafter, the Manager, the Entrepreneur – and your Work/Life experiences above, mark off the skills you can already bring to your business. There's also space to add a few more if you can think of anything that's missing.

ENTREPRENEURIAL RESUME - WORKSHEET

Tip: We've started you off with some general business skills. Keeping your specific business in mind as you add more – your business is unique, so you may have need of one hat more than another.

The Crafter	✓	The Manager	✓	The Entrepreneur	✓
NEW PRODUCT OR SERVICE IDEAS (research skills)		CUSTOMER FULFILLMENT (from order to payment to delivery)		PRESENTATION SKILLS	
NEW PRODUCT OR SERVICE DEVELOPMENT (workflow)		PROCESS MANAGEMENT		NEGOTIATION SKILLS	
EXISTING PRODUCT / SERVICE DELIVERY (also see technical skills below)		BUSINESS WRITING		RELATIONSHIP BUILDING	
		CONFLICT MANAGEMENT		MARKETING (brand)	
		TIME MANAGEMENT		MARKETING (social media)	
		BUDGET DEVELOPMENT		MARKETING (copy writing)	
		ADMINISTRATION		MARKETING (using images)	
		TECH (MS office-type apps)		ADVERTISING	
		INVENTORY MANAGEMENT		MARKET RESEARCH	
		BOOK KEEPING		TECH (phone apps)	
		TAX/GST RESPONSIBILITIES		TECH (website)	
		LEGISLATIVE MANAGEMENT (ie licensing, insurance)		INDUSTRY KNOWLEDGE	
		HUMAN RESOURCE MANAGEMENT			
		UNDERSTANDING OF CONTRACTS			
All Hats	✓		✓		✓
SELF-CARE (stress management)		CUSTOMER SERVICE		PROCESS IMPROVEMENT	
SUPPLIER RELATIONSHIPS		QUALITY CONTROL		STRATEGIC PLANNING	
PRICING STRATEGY		PROJECT MANAGEMENT		SALES	
TEAMWORK					
Anything Else?	✓		✓		✓

My Technical Skills

Are there any specific skills your need to be able to serve your industry and supply your product or service? For example, if you are providing a photography service, are you already a proficient photographer or do you need to learn that skill? Or, if you are providing a haulage service, do you already have the correct driving license?

Tip: List the technical skills you already have that are directly applicable to your idea, and also those that may not have an obvious linkage. The process of listing skills may bring up some new ideas or

ENTREPRENEURIAL RESUME - WORKSHEET

create connections you aren't already aware of. List any additional skills you still need to obtain in order to get your business up and running.

Skills	✓	Skills	✓

Gap Analysis

*Now it's time to identify a strategy to help us overcome our business trait/skill gap. Review the tables above, looking for items you have not ticked. Of those items, prioritize the **top 5 things** you'd like to start working on in readiness for starting your business. What's the number 1 thing? 2nd, 3rd thing, etc. Also identify the **1 thing** you are stoked to get started on!*

List all 6 items below, and then write a note about how you think you'll address this gap. Perhaps you'll take a course, read a book, gain experience via a job, shadow a colleague, join a group, book an appointment with an expert, practice a dormant skill, plan to employ a specific resource, etc.

Tip: The aim of this exercise is to give you a plan – 6 concrete steps to take. If you are stuck over how you can fill a gap, do some research and come back to it. Also, note there may be several actions you need to take to fill a gap – list them all.

Top 5 Gaps	Action Step
1.	
2.	
3.	
4.	
5.	
6. The Gap I'm Stoked To Start!	