

## What's going on with you and your business?

### Instructions:

Circle the number of the statements that are true. If more than 5 statements are true, working with a virtual assistant specializing in small business may be the perfect solution.

- I am working long hours each day and still can't get caught up.
- I'm working mostly in my business instead of on my business.
- If I wasn't here, the place would fall apart within a month.
- I want to delegate more so I have time to pursue new revenue streams.
- I'm doing tasks that I do not like or am not very good at.
- Sometimes I wonder if I'm spending too much money doing everything myself.
- Our customers aren't getting quality service and we're losing money as a result.
- I have family members helping in my business and they are unhappy about it.
- I want to take more time off with family without guilt or stress.
- Unnecessary chaos in the company makes it hard to build a team.
- I have ideas for growing the business but I just don't have time to pursue them.
- Paperwork and organization often fall behind and costs money in penalties or fees.
- The joy of owning a business is eclipsed by the stress of running it.
- I can't turn my business brain off and my sleep and health are suffering as a result.
- Profitability isn't where it could be.
- I miss or drop opportunities to partner with others to expand the business.
- The technology that could streamline my business overwhelms me so I tend to ignore it.
- The business lags behind in online marketing which I'm sure means lost business.
- I'm uncertain where my expenses are and if they can be streamlined to save money.
- I find myself missing or being late for appointments more than once a week.



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