

Organizing My Work (Individual)

Understanding Workflow || Worksheet

Use this worksheet to help you determine how you, as an individual, are organizing your own time between the primary functions of your business.

Business Function

- ▶ Entrepreneurial (Planning)
- ▶ Marketing
- ▶ Sales
- ▶ Production
- ▶ Purchasing
- ▶ Administration
- ▶ Measurement (Quality Control)
- ▶ Administration
- ▶ _____
- ▶ _____
- ▶ _____

Current Hours

Ideal Hours

Organizing My Work (Business)

Understanding Workflow || Worksheet

Use this worksheet to help you determine how your business as a whole, including every person in it, is organizing their time between the primary functions of your business.

Business Function

- ▶ Entrepreneurial (Planning)
- ▶ Marketing
- ▶ Sales
- ▶ Production
- ▶ Purchasing
- ▶ Administration
- ▶ Measurement (Quality Control)
- ▶ Administration
- ▶ _____
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Current Hours

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Ideal Hours

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