



# ENTREPRENEUR SKILL SET CHECKLIST



**You need a host of skills as an entrepreneur.** Reflect on your existing skill set and explore ways to sharpen your skills.

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- Time management skills.** I use my time wisely and avoid wasting time unnecessarily. I know what matters.
  - Delegation skills.** I know whom I can trust to complete a task. I am able to relinquish control of minor items, so I can concentrate on the things that matter the most.
  - Sales skills.** I know my products and services. I can explain the benefits of these to my potential customers. I have excellent persuasive skills that I know how to use to influence my customers and employees.
  - Communication skills.** I can present my ideas and vision clearly. I know how to speak and listen effectively.
  - Focus.** I can maintain my attention on what needs my attention. I am able to deal with the distractions in my environment.
    - Stamina.** I have the energy and endurance necessary to be successful. I can persevere physically and emotionally in order to get the job done.
    - The ability to troubleshoot and overcome obstacles.** I know how to figure out what's wrong and how to fix it. I have the ability to stay calm under pressure and to find solutions.
  - The ability to look ahead.** I can see the future of my marketplace and the potential obstacles my business faces.

- Daily improvement.** I review each day, so I can be even more effective tomorrow. I avoid repeating my mistakes and expect the same

from my employees. We're all getting better each day.

- Hiring.** My new employees fit my company vision and culture. I hire reliable people that can get along with others.
- Financial management.** I watch my money closely. I use company funds to grow my company. I avoid spending money I don't need to spend. I am aware of my expenses.
- Networking.** I reach out to others in my field. I stay aware of the latest developments.

How did you do? Make a plan to develop your weaker skills and you'll help your company shine and succeed where others fall short.

