

Checklist: Big Business Blueprint

Guide to use this checklist:

The checklist is designed in a way that you are to complete them in chronological order. It will serve as an action tracker for you. Please complete every task as per below, with patience and perseverance. PLEASE DO NOT SKIP ANY OF THEM.

Module 1

Mindset 1: Self Awareness

i. Self-Control

- ☐ Identify the circumstances where you need to exercise Self-Control
- ☐ Once you have identified them, put down in each of the points, as to how you exercise self-control

ii. Self-Reflection

- ☐ Identify the learning point in each event/circumstance happened for the day
- ☐ Once you have identified them, reflect on what you can do to improve your responses to the situation

iii. Self-Belief

- ☐ Write down all your current beliefs system
- ☐ Identify whether the beliefs are helping you, or are they just limiting beliefs that are holding you back from achieving your goals
- ☐ Eliminate all limiting beliefs from your list, and identify what you can do to strengthen your positive beliefs system

Mindset 2: Identify The BIG Plan

- ☐ Identify your top priorities in life, and put them in chronological order
- ☐ For each of them, put a realistic timeframe as to when you would achieve them. (in chronological order)

Mindset 3: Commitment & Consistency

- ☐ Identify your company's operating processes
- ☐ Identify the root cause of all the problems happening in your company
- ☐ Brainstorm on how you can overcome the problems without compromising your team's well-being

Mindset 4: Attitude Determines Altitude

- ☐ Eliminate any reasons/excuses that deviates from your visions and goals
- ☐ Be a good role model to your team
- ☐ Develop good habits that your team could imitate on follow
- ☐ Hire team of staffs that display good attitude

Mindset 5: If You're Not Growing, You're Dying

- ☐ Direct your team members towards the growth of your company
- ☐ Think out of the box, and look at both sides of everything. (the pros and cons)
- ☐ Setting aside limiting beliefs and be willing to unlearn them
- ☐ Surround yourself with people who share and support your journey

Module 2

Section 1: The Empire

- ☐ List down what process you will use
- ☐ List down all your company's goal
- ☐ Redefine your company's mission

Section 2: Startup's

- ☐ Focus on rebranding your company
- ☐ List down your competitors
- ☐ Create a system that will bring your company forward

- ☐ Create a unique selling point that will increase your income
- ☐ Focus on strengths
- ☐ Create a framework that will be standardized

Section 3: Intermediate

- ☐ Redefine your existing goals
- ☐ Planning your company's next move
- ☐ Preparing for all possibilities
- ☐ Having reliable staff (team players)
- ☐ Gathering relevant data for company's development
- ☐ Craft a unique factor that sets you apart from others

Section 4: Million Dollar Company

- ☐ Develop a process that is easily replicated and proven to work
- ☐ Start an online source on your business's specialization
- ☐ Research on your market and potential clients
- ☐ Progress in the direction of income backwards
- ☐ Approach and network with those who have experience.

Module 3

Tactic 1: Start With A Vision

- ☐ Identify your company's vision
- ☐ Identify the purpose of your business
- ☐ Identify why the business is important to you
- ☐ Identify the reasons on why you started the business
- ☐ Identify your interest and what resonates with you
- ☐ Be clear on why are you pursuing this business and not something else

Tactic 2: Who Will Be The Company's Target?

(I) Who Will You Be Serving?

- ☐ Identify your target audience

- ☐ Once you have identified your target audience, be clear of the reasons
- ☐ why you chose that specific audience
- ☐ Identify their needs and wants
- ☐ Identify the problems that they are facing

(II) Test The Product

- ☐ Test the market of the product by asking your target audience if they would purchase the product
- ☐ If the product happens to be what they need, sell the product and collect the money
- ☐ The money that you generated is then used to create your product

(III) Fail Forward Fast

- ☐ Get key insights to come up with the second version of the product
- ☐ Once you've gotten your insights, sell the products upfront
- ☐ The litmus test is when your target audience are willing to pay you for your products

Tactic 3: Brainstorming Session On Product Ideas

- ☐ Make sure only maximum 5 participants per session
- ☐ Put the ideas and suggestions into a mind map for reference
- ☐ Set the context straight
- ☐ Focus on getting the ideas flowing
- ☐ Evaluate the ideas
- ☐ Identify the action points

Tactic 4: Reinvent The Wheel

- ☐ Question current ways of getting things done
- ☐ Propose and improve ways of making the product/service better

Module 4

Section 1: Take It A Step Above

- ☐ Develop capital for your business
- ☐ List down alternative way to increase your capital
- ☐ List down ways on optimizing your cost
- ☐ Refinancing your existing company's debts

Section 2: Raise Your Capital In 4 Days

Step 1: Preparation Of Ideas

- ☐ Decide on your key message
- ☐ Come up with a complete plan to attract investors

Step 2: Join An Investment Club

- ☐ Join an investment club
- ☐ Find a mentor
- ☐ Share your profitable ideas
- ☐ Introduce yourself to build trust to investor

Step 3: Execution Of Plan

- ☐ Getting investors to invest into your business.
- ☐ Start your plan as soon you get your fund
- ☐ Write a report

Module 5

Section 1: Projecting Income

- ☐ List down how much you're earning now and multiply it by 12 months and that will be your estimated annual sales

- ☐ Find profit before & after taxes to know net operating income of your business

Section 2: Strategy (SAS)

Simplify

- ☐ List down in details, all the task you should do daily
- ☐ Categorize transactional and transformational tasks
- ☐ Analyze then eliminate redundant task, simplify complex ones
- ☐ Lump transactional task and outsource it
- ☐ Hire & retain staff to do transformational task

Automate

- ☐ Build a team
**Note: Pay attention to work culture, mindset and leadership skills*
- ☐ Segregate task to your staffs accordingly
**Note: You might want to segregate it averagely to each staff to avoid overloading them.*

Systemize

- ☐ After simplifying complex tasks, find the core structure of your business and now you have the manual of how you company operates, which is also the company's system
- ☐ Duplicate the system and build a new business or new company

Suggested time of completion:



Module 6

Section 1: Team Management

- ☐ List down your how your team can improve in their productivity
- ☐ Find the fastest way to communicate with you team members
- ☐ Set up a reward and recognition programme
- ☐ Create a team building events – be clear about the goals

Section 2: How Much Is Your Business Worth?

- ☐ What are my company's best 3 sale price drivers?
- ☐ Ability to lead employees to a higher level

Section 3: Business Valuation

- ☐ List down ways to improve with your company's cash flow
- ☐ Estimate the cash flow in the final year
- ☐ Estimate the value of the business based on the cash flow
- ☐ Calculate the final value of your share in your business
- ☐ Determine your rate of return

Section 4: Cash Flow

- ☐ Analyze the areas of your business that consume cash
- ☐ Prepare cash flow projections for the coming 12 months
- ☐ Implement a KPI monitoring system for your cash flow plan
- ☐ Brainstorm methods to address the troughs in turnover throughout the year
- ☐ Get a financial performance review

Module 7

Section 1: Pay Down Your Debt

- ☐ List down your debts

- ☐ You should begin consolidating your debts and negotiating with creditors to lower your interest rates
- ☐ Find the fastest and cheapest way to pay-down your debt

Section 2: Begin Building A Cash Reserve

- ☐ Calculate your monthly expenses and strive to stash away at least six-months' worth of savings for emergencies
- ☐ Develop a Long-Term Investment Portfolio
- ☐ Find out how much money you will need to invest to reach your financial goals
- ☐ List down how long your savings will last

Section 3: Create A Cash Flow Portfolio

- ☐ List down ways to improve with your company's cash flow
- ☐ Gain royalties from intellectual property

Note*: Royalties from intellectual property such as Books, Music, Inventions, etc.

Section 4: Start Your Own Business

- ☐ List down proven business model
- ☐ Find experienced management for your company
- ☐ Have a list of strategic partnerships