**WORKSHEET**

In this chapter we invite you to put down your thoughts about how you can implement a given tip in your own business and life.

**Chapter 1: Mastery—Mind-set of a Top-Notch CEO**

Tip 1. Your Mind-set Matters Most

Tip 2. Excel with the HAPPIESTTM Formula

Tip 3. Become a Go-Giver

Tip 4. Be Passionate

Tip 5. Unconscious Power

Tip 6. Know That Many of Your Beliefs Are Unconscious

Tip 7. Consider New Perspectives and Be Open to Improvement

Tip 8. Raise Your Standards Even Higher

Tip 9. Don’t Look Back

Tip 10. Top-Notch Problem Solving with OptionismTM

Tip 11. Make the Best of Each Day

Tip 12. Be Excited to Learn Lessons and New Skills

Tip 13. Stop Dwelling on Things You Cannot Change

Tip 14. Tips for Women CEOs

**Chapter 2: Mastery—Vision, Mission, Business Planning**

Tip 15. State Your Mission in Eight Words or Less

Tip 16. Write a Powerful, Focused Vision Statement

Tip 17. A One-Page Business Plan Often is the Most Powerful of All

**Chapter 3: Mastery—SMARTER Goal Setting**

Tip 18. Believe in Yourself

Tip 19. Give Yourself Time to Reflect and Reposition

Tip 20. Set SMARTER goals

Tip 21. Reverse Engineer the Action Steps to Your Purposeful Goals

Tip 22. Establish Safe and Effective Accountability for Your Goals

Tip 23. Paint a Picture

**Chapter 4: Mastery—Money**

Tip 24. Get What You Really Want

Tip 25. Keep Business and Personal Finances Separate

Tip 26. Make Sure Your Business and Your Personal Assets are Protected

Tip 27. Make Sure You Have the Appropriate Business Insurance

Tip 28. Make Certain that the Accounts Receivables Are Collected on Time

Tip 29. Diversify Your Assets as Soon as You Can

Tip 30. Pick a Professional, Trustworthy Investment Advisor

**Chapter 5: Top-Notch Riche Niche**

Tip 31. Create a Riche Niche

Tip 32. Use the 80/20 Rule

Tip 33. Identify Your Core Values

Tip 34. Dare To Be Different, Even if it is Against the Flow

Tip 35. Attract the Right Clients

Tip 36. Create Opportunities

Tip 37. Write Down Your Ideas as They Occur to You

Tip 38. Don’t Depend on Doing Business Exclusively With One Client

Tip 39. Know Your Clients

Tip 40. When You’re Wrong or Have Made a Mistake, Admit it and Make it Right

**Chapter 6: Create and Utilize Leverage**

Tip 41. Don’t Attempt it All Yourself—Delegate with a Proven Accountability Structure

Tip 42. Collaborate with Others

Tip 43. Accelerate Your Success by Hiring a Top-Notch CEO Business Coach

Tip 44. Consider Outsourcing Selected Business Functions

Tip 45. Use LinkedIn

Tip 46. Use Public Speaking as a Way to Increase Your Business Success

Tip 47. Be a Speaker at Trade Shows

Tip 48. Write Articles for Credible Publications

Tip 49. Be Involved in Your Community

**Chapter 7: Build a Top-Notch Team**

Tip 50. Optimize the Structure of Your Company Without Names of People in Mind

Tip 51. Understand Owner Mind-set versus Traditional Employee Thinking

Tip 52. Help Your Employees to Think Like an Owner and Leader

Tip 53. Teach Your Employees How They Can Impact the Bottom Line

Tip 54. Seek Input and Truly Listen

Tip 55. Guard Your Emotions

Tip 56. Create Real Team Buy-In For Important Decisions

Tip 57. Learn to Hold Top-Notch Meetings That Have Real Results

Tip 58. Coach Your Team to Monitor a Few Key Performance Indicators

Tip 59. Offer Praise

Tip 60. Learn About Self-Funded Incentive Plans

Tip 61. Learn About the Benefits of Employee Ownership

Tip 62. Attract the Right Employees to You

Tip 63. Hold Workshops or Lunch ‘n Learns to Foster Your Employees’ Growth

Tip 64. The Mind Takes Clues from the Work Environment

Tip 65. Make Sure You Have the Right Support Team

Tip 66. In a Family Business, the Family Bond Can Work For or Against You

**Chapter 8: Rules and Systems**

Tip 67. Implement Written Rules of Basic Conduct

Tip 68. Keep the Right Balance between Working *On* the Business and *In* the Business

Tip 69. Create Tracks for Your Business Train to Run On

Tip 70. Evaluate If You are Burning Dollars in Your Operation

Tip 71. Don’t Rest on Your Success

**Chapter 9: Maximize Your Team’s Synergy**

Tip 72. Discourage Gossip—Speak Only with Good Intentions

Tip 73. Maximize Your Team’s Synergy Through Effective Training

Tip 74. Use “We” Language as Much as Possible

Tip 75. Create the “We All are in One Boat” Culture

Tip 76. Create the Tipping Point for Positive Change

Tip 77. Join a High-Talent Mastermind Group

**Chapter 10: Enhance Results—Profits and Impact**

Tip 78. Use Parkinson’s Law as Time Creation Machine

Tip 79. Batch Your Tasks and Save Heaps of Time

Tip 80. Don’t Reinvent the Wheel

Tip 81. Evaluate the Payoff of Tasks That Are Done in Your Business

Tip 82. Eliminate Unnecessary Tasks

Tip 83. Improve Efficiency

Tip 84. Support Women Who Want to “Lean In” *and* Raise Great Kids

**Chapter 11: Top-Notch Profitable Work-Life Balance Strategies**

Tip 85. Take Care of Yourself and Have Balance in Your Life

Tip 86. Boost Your Time Management with Purpose MappingTM

Tip 87. Good Time and Resource Management

Tip 88. Make a Meal Plan for the Week

Tip 89. Use a Food Planner App

Tip 90. Avoid Unhealthy Levels of Stress

Tip 91. Delegate More Effectively at Work

Tip 92. Consider Delegating Home Related Tasks, Too - and Live Happier

Tip 93. Allow Yourself Time for Pleasure

Tip 94. Be Happy and Remember to Have Fun

Tip 95. Consider Outsourcing the Bookkeeping of Your Personal Finances

**Chapter 12: Plan and Create Your Top-Notch Legacy Plan and Succession**

Tip 96. Begin With the End in Mind—Create Your Legacy Now

Tip 97. Create a Top-Notch Board of Directors and/or Advisory Board

Tip 98. Implement Steps to Feel Safe in Releasing Your Business Into the Hands of Others

Tip 99. How to Move On to Your Next Adventures in Life—and Love It

Tip 100. Play the Business Legacy GameTM

Tip 101. Share Your Success by Becoming a Mentor