

What skills and qualities do I have to help me manage my business?



Here's a list of some of the various qualities and skills that are important to run your business. Look through the list and indicate those that you have or do well at.

If there are areas you feel you could develop or need more experience with, think about how you can do that. There may be resources available through your industry group, or one of the available business courses at a tertiary education provider.

Are you comfortable with:	How can you gain this skill or experience?
<input type="radio"/> Finance, budgeting and planning <input type="radio"/> Sales, marketing or customer service <input type="radio"/> Pricing, ordering, stock control <input type="radio"/> Dealing with advisers, staff, contractors, suppliers <input type="radio"/> Setting up systems, record keeping, office administration <input type="radio"/> Taxes, wages, compliance, workplace health and safety <input type="radio"/> Property or equipment maintenance	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Do you have:	
<input type="radio"/> Business planning skills <input type="radio"/> Relevant industry experience/skills <input type="radio"/> Management skills <input type="radio"/> Computer skills <input type="radio"/> Marketing skills <input type="radio"/> Negotiating skills	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Do you:	
<input type="radio"/> Plan ahead, manage time and priorities <input type="radio"/> Motivate others and build relationships <input type="radio"/> Accept criticism, rejection and advice <input type="radio"/> Cope with stress, uncertainty <input type="radio"/> Accept change and uncertainty <input type="radio"/> Have family support	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Are you:	
<input type="radio"/> Competitive <input type="radio"/> An innovative thinker <input type="radio"/> A good organiser <input type="radio"/> Decisive/Assertive <input type="radio"/> In good health <input type="radio"/> A good communicator	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>