



\$ Profit Builders Inc.

BUSINESS CONSULTANT

Good solutions for your business!

Helping You Out-Think, Out-Perform and
Out-Earn the Competition-Risk Free & Guaranteed!

Strengths and Weaknesses Evaluation

Please answer the following questions.

No: I disagree or mostly no = 1

Yes: I agree or mostly yes = 2

Undecided: Undecided or uncertain = 3

1. Bills of material are almost always correct. ___
2. We are not getting positive exposure from newspaper articles, free publicity, etc. ___
3. Our company website does not create much activity for us. ___
4. Employee attendance is a major problem for us. ___
5. It is only natural for labor and management to mistrust each other. ___
6. I don't have a measurement that shows the effectiveness of our Quality control. ___
7. We do not have an active safety program. ___
8. My company's fixed assets inventory is complete and up-to-date. ___
9. Our employees use statistical process control graphs in their jobs. ___
10. Companywide meetings are held at least once a month. ___
11. Developing new business is not a big part of our sales forecast. ___
12. Our revenue has grown steadily for the past three years. ___
13. Our average sales \$ per customer is increasing. ___
14. Our production staff has little respect for our demanding customers. ___
15. I don't believe in sharing our financial results with our employees. ___
16. Our meetings are worthwhile and a great source of information. ___
17. Our inventory items are correct and accurate at least 97% of the time. ___
18. Over 40% of our business comes from one customer. ___
19. I have at least one person whose only job is to develop new business. ___

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20. Our company website creates a steady stream of new customers. ___
 21. We are losing business because of not enough follow-up with existing customers. ___
 22. A written business plan doesn't help me run my business day to day. ___
 23. We maintain an annual budget with revenue and profit projections. ___
 24. We have no internal audit system to verify our procedures and work instructions. ___
 25. We apply our quality program to our entire organization. ___
 26. I track sales, bookings, quality and profit against plan each month. ___
 27. I am not achieving my financial goals for my company. ___
 28. Our facilities are always clean, uncluttered and organized. ___
 29. A written strategic plan exists for our management team to follow. ___
 30. The communications flow smoothly and quickly to the right person with no confusion. ___
 31. New products are launched smoothly and on schedule. ___
 32. Our system is good at making sure we are using the latest technologies. ___
 33. Our corrective action system is designed to cause change in our company. ___
 34. The amount of debt we are carrying is a problem or a potential problem. ___
 35. Our equipment keeps us from producing a better product/service for my customers. ___
 36. I rate my credit collection staff a 9 out of 10 or better. ___
 37. We don't have a written company mission statement. ___
 38. We are late on many deliveries because of how we schedule. ___
 39. We keep an active listing of all our past and present customers. ___
 40. Our brochures and promotional materials effectively produce repeat business. ___
 41. A good system exists to make sure our employees are using the most current procedure or document. ___
 42. Payroll is not always done on time. ___
 43. Our cash position is better than it was a year ago. ___
 44. We have no plans to become bigger. ___
 45. My company has an excellent credit rating. ___
 46. If it isn't broken...don't fix it. ___
 47. We design products that are difficult to produce. ___
 48. We are doing fine without a staff training program. ___
 49. Design reviews are held before a new product is released. ___

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50. We have an employee safety recognition program. ___
 51. We have successful programs for generating new business. ___
 52. We restrict access to our quality manual and quality procedures. ___
 53. I often find myself solving problems that others should handle. ___
 54. My management team and I develop strategies and tactics for our business together. ___
 55. I use customer complaints as a means to improve my business. ___
 56. I am kept waiting for up-to-date figures on our Receivables. ___
 57. We do not have a regular communication going out to our current customers. ___
 58. Interruptions throughout my day keep me from getting my work done. ___
 59. Our people often don't understand how their jobs affect others in the company. ___
 60. My company gets new business from referrals from existing customers. ___
 61. My sales department frequently complains about delivery problems. ___
 62. I haven't yet trained anyone to manage and run the production/service areas as well as I do it myself. ___
 63. We have defined our business strategies for the next 3 years. ___
 64. We don't have a formal system to change our operations. ___
 65. I am working so hard that I don't have time to run the business. ___
 66. There is a system in place to measure individual performance. ___
 67. My business has no need for a "corrective action program." ___
 68. I believe that if you measure and track something that it will improve. ___
 69. Public relations are a key part of our marketing effort. ___
 70. We keep records that prove our people are trained. ___
 71. We have a formal training system for all our employees.
 72. Graphs of our key indicators are for tom managements' eyes only. ___
 73. Our promotional campaign isn't bringing in new business. ___
 74. Our cash flow problems are affecting how we do business. ___
 75. We have a posted quality policy or quality slogan. ___
 76. Employee turnover causes us quality problems. ___
 77. Our competition has been taking away customers from us. ___
 78. We are able to deliver our product or service faster than our competition. ___
 79. Our company has no key advantage over our competition. ___

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80. Detailed job descriptions exist for all or most positions. ___
81. I chart and graph all the key statistics of my company. ___
82. Responsibilities and authorities are clearly defined in our company. ___
83. I sometimes wonder if we are improving. ___
84. We are generally late on completing projects. ___
85. I am not sure how productive some of my employees really are. ___
86. Deliveries to our customers are normally on time and better than they expected. ___
87. I am not sure if our operations will handle our planned growth. ___
88. At least 90% of our customers would say that they were satisfied with what we delivered. ___
89. We are not considered the leader in our industry. ___
90. Setting goals is not an important as part of improvement program. ___
91. We have an active cost reduction program in place. ___
92. Our customers often complain about mistakes on their accounts. ___
93. We have a new product plan for at least the next 2 years. ___
94. We have not defined the on-going needs of our customer very well. ___
95. I set objectives and goals with my management team at least annually. ___
96. New products are usually introduced behind schedule. ___
97. Departmental meetings are held on how to improve the process. ___
98. We have a very loyal and growing customer base. ___
99. We don't do special promotions targeted at our existing clients. ___
100. We are winning the game of business. ___

[When completed with your strengths and weakness assessments please submit your answers to us.](#)
[Thank you!](#)