



Time Management Mastery

#1. How do I currently manage my work tasks? Do I rely on a structured schedule, or do I work based on what feels urgent in the moment?

#2. Do I know my peak productivity hours? When during the day do I work most efficiently?

Activity: Track your time for a week. Identify patterns of productivity and areas where time is wasted. Use this data to create a daily schedule that maximizes efficiency.

Self-Motivation

#3. How do I stay motivated without external accountability? What internal motivators drive me to complete tasks?

#4. When I don't feel like working, what strategies do I currently use to push through?

Activity: Set a goal for the next 7 days and commit to achieving it without any outside pressure. Reflect at the end of the week on how well you stayed on track and what helped or hindered you.

Financial Discipline

#5. Am I comfortable with not having a steady paycheck? How much do I need in savings to feel secure during the transition?

#6. Do I have a clear financial plan for the next 6-12 months? How will I manage variable income?

Activity: Create a monthly budget that includes both fixed and variable costs. Plan for fluctuating income by setting aside a portion of earnings for slower months.



Risk Tolerance

#7. How do I typically handle uncertainty? Do I avoid risks or embrace them?

#8. Have I ever faced a significant failure, and how did I respond? Did I learn from it, or did I retreat?

Activity: List three risks you've been avoiding in your business. Take one step toward addressing one of these risks this week, whether it's making a new investment or launching a project.

Continuous Learning

#9. How often do I invest time in learning new skills related to my business? Do I make this a priority?

#10. Am I comfortable not having all the answers, and how do I approach finding solutions when I don't know something?

Activity: Identify a gap in your current skill set and commit to learning something new this month—through a course, book, or mentor. Track your progress and how it impacts your business.

Networking and Relationship Building

#11. How many meaningful business relationships have I built in the last six months? Am I actively expanding my network?

#12. When was the last time I collaborated with someone to advance my business?

Activity: Attend one networking event or set up a coffee meeting with someone in your industry this week. Make it a habit to follow up with connections consistently.



Work-Life Integration

#13. Do I often feel like work is taking over my personal life? How do I currently set boundaries between the two?

#14. How well do I prioritize self-care and downtime to avoid burnout?

Activity: Create a clear boundary between work and personal time for the next 7 days. Set a start and stop time for work, and use the rest of the time to recharge. Reflect on how it affects your productivity and well-being.

Decision-Making Autonomy

#15. How comfortable am I with making decisions quickly? Do I tend to overthink or procrastinate?

#16. Do I regularly take ownership of both good and bad decisions in my business?

Activity: For the next major business decision, set a deadline for yourself to make a choice. Reflect on the outcome and the lessons learned, regardless of whether it was the right decision.

Adaptability

#17. How well do I cope when unexpected challenges arise in my business? Do I adapt quickly or feel overwhelmed?

#18. How comfortable am I wearing different hats (e.g., marketing, sales, customer service)? Which roles do I struggle with the most?

Activity: Identify a task outside your comfort zone and handle it yourself this week. Afterward, reflect on the experience—what did you learn, and how can you improve next time?



Sales Mindset

#19. How comfortable am I with selling my product or service? Do I approach it confidently, or do I avoid it?

#20. Do I have a clear pitch or message for my business that I feel confident delivering to potential clients?

Activity: Write down your sales pitch and practice delivering it to a friend or colleague. Ask for feedback, and refine your pitch until it feels natural and effective.



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