# Taking Inventory Questionnaire

Before a business owner can even consider hiring a long term virtual team member, such as a

Virtual Assistant or Online Business Manager, they need to be clear about a few things.

The purpose of this exercise is to support you in getting clear about specific pieces of your

business, so you know exactly what you want to achieve, find the right person that fits and be

able to share this information with that person.

If a business owner is unclear about any of these items, or is unable to share them with a long-

term virtual team member, they will not experience a successful relationship.

Knowing and communicating these details to your virtual team members is essential and will

provide an environment where everyone understands and is working together to achieve a

common goal.

1. What is your vision for your business?
2. What goals do you have for your business?

* What do you want to accomplish within the next 3 months?
* What do you want to accomplish in the next 3-9 months?
* What do you want to accomplish within the next year?

1. What are your immediate priorities? (I.e. if someone was to start working with you RIGHT NOW, what would be the top 1-3 items you would have them work on?)
2. Who is your target market?
3. How do you help/support your target market?
4. What current revenue streams do you have in place?

Services

Products

1. What tools do you currently use in your business?

* Shopping cart
* Merchant Account
* Autoresponder
* Broadcast service
* Online Calendar
* Bridge Line Service
* Project Manager tool
* Audio Recording tool

1. Who are the top 5 ‘Gurus’ that you follow online? I.e. experts that you follow their

business models and strategies to build your business.

1. What are the top strategies you use to build your business? (I.e. list building, speaking etc.)
2. Who do you currently have on your team?
3. What roles do your current team members manage?
4. What are your expectations of your team members?

* Response time
* Availability
* Specific skills
* Personality traits
* Deliverables/results

1. What can you offer to virtual team members who join your business?
2. What do you need from your virtual team members to feel that you are receiving value for your investment in them?