

# MINDING YOUR Own Business

## 30 Steps for Business Sobriety



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Take one step a time one day at a time and watch your business grow and prosper!

- 1) Have a clear vision of your mission. Put it in writing and communicate it to your employees.
- 2) Create a clear plan defining your goals & objectives, put it in writing and communicate it to your employees
- 3) Develop a "realistic" operating budget, put it in writing and monitor it daily, weekly, monthly, quarterly semi-annually and annually.
- 4) Determine your sales forecast and build in "Profit, as the #1 line item of your expenses".
- 5) Review the Profit/Loss (P&L) Statements monthly.
- 6) Monitor your cash flow daily, weekly & monthly.
- 7) Make sure your "job costing includes labor burden" use "actual expenses" to figure this % and add this to what you charge for your services.
- 8) Provide Benefits for you employees.
- 9) Create "humane", personnel polices and get everyone to buy into the Employee Handbook. Review and revise annually in accordance to current labor laws, have your attorney review it also.
- 10) Develop functional job descriptions, which include performance standards.
- 11) Conduct Annual Performance Appraisals.
- 12) Treat your employees and vendors with as much respect that you treat your customers. Remember they are your internal customers.
- 13) Hire well!
- 14) Teach, train and coach daily.
- 15) Create your market niche and reach your sales goals.
- 16) Provide great customer service.
- 17) Monitor trends.
- 18) Create value through providing a quality product.
- 19) Be an active member of trade associations.
- 20) Attend annual State and National Conference related to your industry.
- 21) Support your community and church; give time, money and share your experience.
- 22) Play more golf, tennis, Pilates and take up a new interest to challenge your mind, body and spirit.
- 23) Manage and supervise productivity through the implementation of "effective policies & procedures".
- 24) Take an hour each day to be alone with your thoughts.
- 25) Catch people doing things right!
- 26) Engage in activities that make your employees a success.
- 27) Create an employee incentive plan that rewards performance.
- 28) Pay attention to your health, it is your #1 priority.
- 29) Balance your work time with your family needs.
- 30) Take a great vacation this year!



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