

**THE CONSULTANT'S
COMPANION**

EXTRACT FROM
THE WORKBOOK



ASSET MAINTENANCE AUDIT

**IMPROVE YOUR CONSULTING BUSINESS
THIRTY MINUTES A WEEK**

CINDY TONKIN

WEEK 5: ASSET MAINTENANCE CHECK

Task 1: Set asset maintenance priorities

ASSET	TRUE	LOW	MED	HIGH
PEOPLE				
I spend enough time with myself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I spend enough time with my friends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I spend enough time with my family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I meet enough new people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I catch up with old friends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoy the company of my clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoy the company of my colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACTIVITIES				
I spend enough time browsing the web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I spend enough time reading books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I spend enough time doing new things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I spend enough time staying at home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I spend enough time just hanging out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I spend enough time doing what I love	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I spend enough time pampering myself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERESTS				
I have hobbies/interests outside work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I'm up to date with my hobbies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am interesting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am interested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I'm animated when talking about things other than work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WEEK 5: ASSET MAINTENANCE CHECK

Task 1: Set asset maintenance priorities

ASSET	TRUE	LOW	MED	HIGH
HEALTH				
I look healthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel healthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I eat properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I sleep enough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My sleep is good quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My teeth are maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I drink enough (min. 2 litres per day)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My caffeine intake is at a good level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I get enough exercise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEARNING				
I'm learning new things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I'm remembering what I already know	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I'm applying what I'm learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I'm up to date with my profession	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WEEK 5: ASSET MAINTENANCE CHECK

Task 1: Set asset maintenance priorities

EVENTS				
I attend conferences enough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I lunch with people I like	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I celebrate my achievements appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I celebrate major holidays appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

So now you've rated them all, pay attention to the high priority tasks.
Of all of the high priority tasks on this list, which are the top 3? Write them here:

My 3 highest asset management priorities are:

1. _____
2. _____
3. _____

As we move into projects, these 3 priorities will return, and you'll work on them.

WEEK 9: SET AN ASSET MAINTENANCE PLAN

These are generic questions. If any are not appropriate to your project, skip them, and move on to the ones which are.

1. What do you want at the end of the project, what's your outcome for changing this system? (e.g. sell more work, get a system in place, like my clients more...)

2. If you answered the previous question, skip straight to question 7. If you can't answer Q1, or you'd like to be clearer on it, ask yourself this one: What don't you want? (i.e. what's the problem)

3. When this problem is gone, what will you see in your business?

4. When this problem is gone, what will you hear others saying (clients, bank manager, your partner)? What will you say to yourself?

5. When this problem is gone, how will things move through your business? How will you feel?

6. Now summarise this (the opposite of the problem). This is what you want.

WEEK 9: SET AN ASSET MAINTENANCE PLAN

7. Why do you need this, what will this do for you?

8. Rate the impact on your business of having this system

Low Medium High

9. Rate the impact on your stress levels of having this system

Low Medium High

10. This project will save me

time money worry last minute panic

11. This project will make my business

more organized
 more professional
 easy for clients to find

12. What else will it do?

13. How will you know you have what you want, that's its been successful, and how will you measure it?

14. How will this project influence the rest of the business or the rest of your life?

15. What's stopped you doing this until now? Why will this time be different?

WEEK 10: SET ASSET MAINTENANCE ACTIONS

List the Steps here:

TASK	BY WHEN	RESOURCES REQUIRED

Next week we'll be into the financial systems outcome setting - perhaps you'll be ready to begin it early!

Remember to schedule these tasks into your to do list or diary.

Resources could include computers, books, money, time, advice

What's next: Coaching with Cindy Tonkin



Cindy Tonkin, the **Consultants' Consultant**, helps data science consulting teams work smarter, faster and nicer.

If your team is hard to manage, your stakeholders are cranky and budgets are tight, then she can help. Talk to her cindytonkin.com/chat

Listen to **Cindy's Smarter Data People** podcast:
Leaders in data science talking about how they work smarter, faster and nicer.
Smarterdatapeople.com

Read one of Cindy's 18 books on consulting better: cindytonkin.com/books
Get tools to help you work smarter, faster and nicer: cindytonkin.com/tools