How to Wear a Hat

Action Plan for Reworking your Hat

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Prepare by listing the areas of your business you don't feel comfortable with. This might be networking, understanding the numbers, cash flow, pricing, systems, managing staff, and so on.

Note that recognising that you don't feel comfortable (or are avoiding) doing something is a great place to start

Implement

- List the areas in your business you don't feel comfortable with
- Work out whether you need training in this area. Look into seminars, workshops or any other type of training that will help you feel more confident in the areas you don't feel comfortable in or else a consultant that will provide one-on-one training
- Bring these uncomfortable areas in to your day-to-day life so they will start to feel more familiar. Do something every week that involves you working on the area that you feel comfortable with
- Attend events which will help you put your uncomfortable situation into practice. For example, if you feel uncomfortable networking, start with a small networking group (or a female group). This way you can slowly work your way up to bigger events.
- Tell someone what you are working on and what you are wanting to do (by when) and ask them to hold you accountable with this area that you are working on.

Monitor your progress by setting dates for when you would like to have achieved a new level of confidence in your uncomfortable situation and make sure you stick to these dates.

Change the list of areas in your business you feel uncomfortable with as you progress further with each situation. If you feel you are no longer uncomfortable doing something, it can come off your list!

Repeat these processes as often as you feel necessary. You are never going to feel 100% comfortable with a situation, but over time I bet you feel much more comfortable. Of course, if you can eventually outsource the area then that's a bonus.

Who will do it	What will they do	By When	Ongoing

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