

Paul Hoyt's "Office Hours" Series



THE **Awakened** CEO System

Office Hours

mindset

methods

momentum





Welcome to Office Hours

- A relaxed, informal mentoring program
- Held every Monday at Noon Pacific Time
- All recordings, slides, and exercises are archived in our member's area
- All recordings are available on my YouTube channel:

www.YouTube.com/user/PaulHoyt

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The Reasons

- Being a successful small business owner can be a great experience...
- But it's tough - you need support to be successful
- We want you to get to know us

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The Reasons

- First and most importantly, we want you to know that we care about you.
- We want you to succeed in every area of your life, whatever that means to you.
- We want you to find the **greatness**, the **happiness**, the **divinity** within yourself, and then remember it, embrace it, and live it every day.

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Our Passion

- Helping entrepreneurs and small business owners...

Get Clear.

Stay Focused.

Grow Faster!

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Our History

- Hoyt Management Group formed in 2001
- Worked with hundreds of CEOs and Entrepreneurs
- Trained thousands more
- Startups to \$30,000,000 in annual revenues

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Paul Hoyt



- 50+ years business experience
- 50+ years personal development
- Founder of The Awakened CEO System
- Business Growth and Personal Performance Specialist
- Consultant and Coach
- Expertise in startups and raising capital

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Get Clear!

- There is great **POWER** in Clarity
- There is **MAGIC** in Clarity
- Three Components of Clarity
 - Knowing your **WHAT**
 - Knowing your **WHY**
 - Knowing your **HOW**

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The Value of a Clear Vision

- Defines the destination
- Focuses your energy
- Shortens the journey
- Aligns the team
- Prevents “thrashing about” and wasted motion
- Minimizes the “shiny object syndrome”

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The Value of a Clear Why

- Provides motivation and inspiration
- Unleashes passion!
- Increases energy
- Increases productivity
- Helps overcome obstacles
- Inspires the entire team

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The Value of a Clear How

- Defines “the straight line” – the step by step path to reach your goal
- Defines the resources required – so you can be fueled for the journey
- Aligns the team
- Increases efficiency
- Increases effectiveness

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Stay Focused!

- Review your goals at least weekly
- Communicate them to your team to ensure alignment
- Communicate status and progress to keep up the energy
- Courageously address obstacles and blocks
- Be more productive, efficient, and effective!

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Grow Faster!

- Make more money!
- Conserve resources
- Capture market share
- Attract investors and partners

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Today's Topic:

Where Are Your Gaps?

Business Owner Core Competencies

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The Key Performance Areas



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The Key Performance Areas



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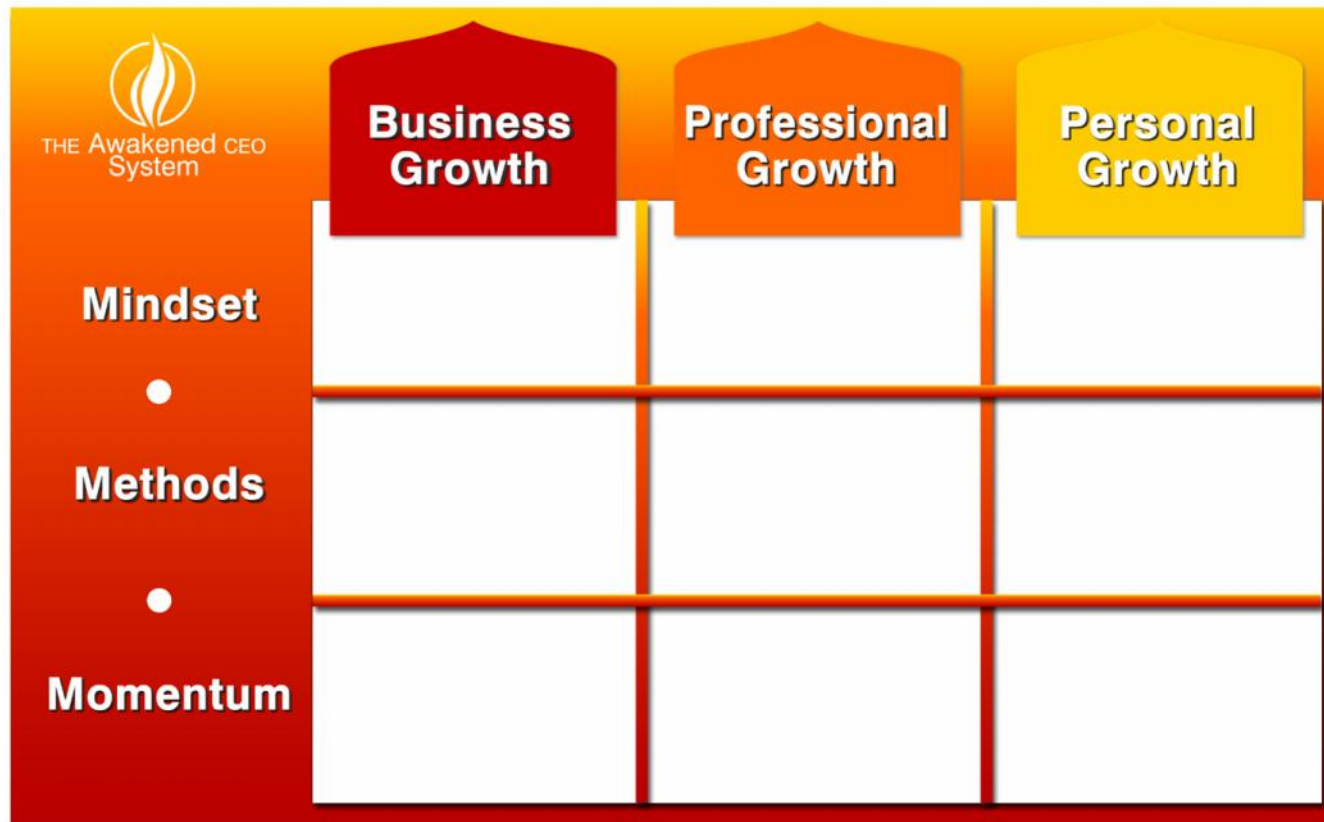
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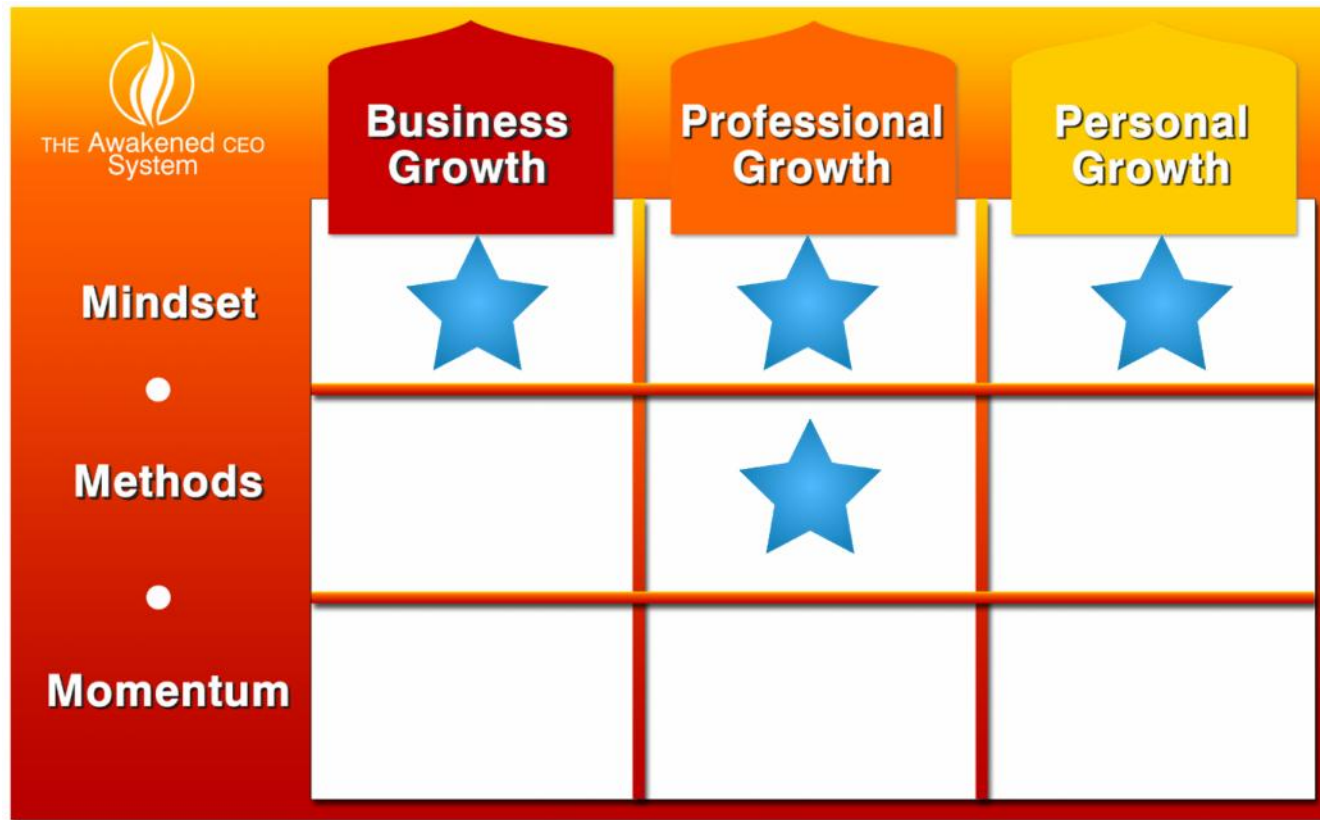
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The Problem

- Most people start a business with some “core competency” issues
- As a result, they are less productive
- And their company overhead is much greater
- Part of being Clear about How is knowing the required competencies...
- ... and that’s not easy

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The Problem

- Required core competencies vary according to
 - The **Type** of business
 - The **Phase** of the business
 - The **Complexity** of the business

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Business Complexity Profiles™

	L	M	S	F	O	P	S	Total
Selling Roses	1	1	3	1	1	1	1	9
Car Wash	1	1	1	2	2	2	2	11
Hot Dog Stand	1	1	2	2	2	3	2	13
Mall Kiosk	2	2	4	3	3	3	4	21
Florist	2	3	4	4	4	2	4	23
Coach	3	6	6	3	3	2	6	29
Consulting Firm	3	5	6	3	3	4	5	29
Construction	5	6	5	5	5	3	3	32
Doctors Office	6	2	2	6	6	7	6	35
New Simple Prod	4	8	6	6	6	7	5	42
Software Startup	7	6	8	7	4	9	4	45
New Medical Device	7	7	8	6	7	9	8	52

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A Growth Mindset

- We all have room to grow
- You can be successful even if you have experience and competency issues
- Look for one or two things that you can focus on in the next 90 days
- Pat yourself on the back along the way for the competencies you already have!

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Core Competencies

- Communications
- Technology
- Emotional Intelligence

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Communications

- Writing
- Speaking
- Typing

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Writing

- General message composition
- Emails
- Articles and blogs
- Presentations
- Marketing messages
- Be Clear, Concise, Powerful, and Quick!

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Speaking

- Sales related conversations
- Networking events
- Small groups
- Large groups
- Interviews
- On camera

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Typing

- Basic keyboarding
- Texting

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Communications

- Writing
- Speaking
- Typing

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Technology

- Software
- Hardware

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Software Technology

- Word
- Excel
- PowerPoint
- WordPress / HTML
- QuickBooks
- Others

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Software Technology

- Social media
 - Facebook
 - LinkedIn
 - Twitter
 - Others

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Hardware Technology

- Laptops and desktops
- Phone systems
- Mobile technology
 - Smartphones
 - Tablets

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Emotional Intelligence

	Recognition	Regulation
Personal Competence	Self-Awareness	Self-Management
Social Competence	Social Awareness	Relationship Management

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Self Management

- Self-control
- Ability to focus
- Time and schedule management
- Managing to a budget
- Showing up on time
- Showing up
- Self motivation

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Managing Challenges

- Rolling with the punches
- Resourcefulness
- Managing stress
- Sucking it up!
- Letting it go
- Being courageous
- Learning the lesson

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Relationship Management

- Caring about the relationship
- Emotional control
- Listening
- Long-term focus
- Flexibility, ability to negotiate
- Honoring agreements
- Setting boundaries

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Team Management

- Recruiting, hiring, managing employees
- Hiring and managing contractors
- Meeting Management
- Operations Management
- Project Management

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Core Competencies

- Communications
- Technology
- Emotional Intelligence

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The Bottom Line

- Many people have core competency issues
- Everyone can improve
- When you are Clear about your “How”, you can be Clear about the improvements that will bring you the most value

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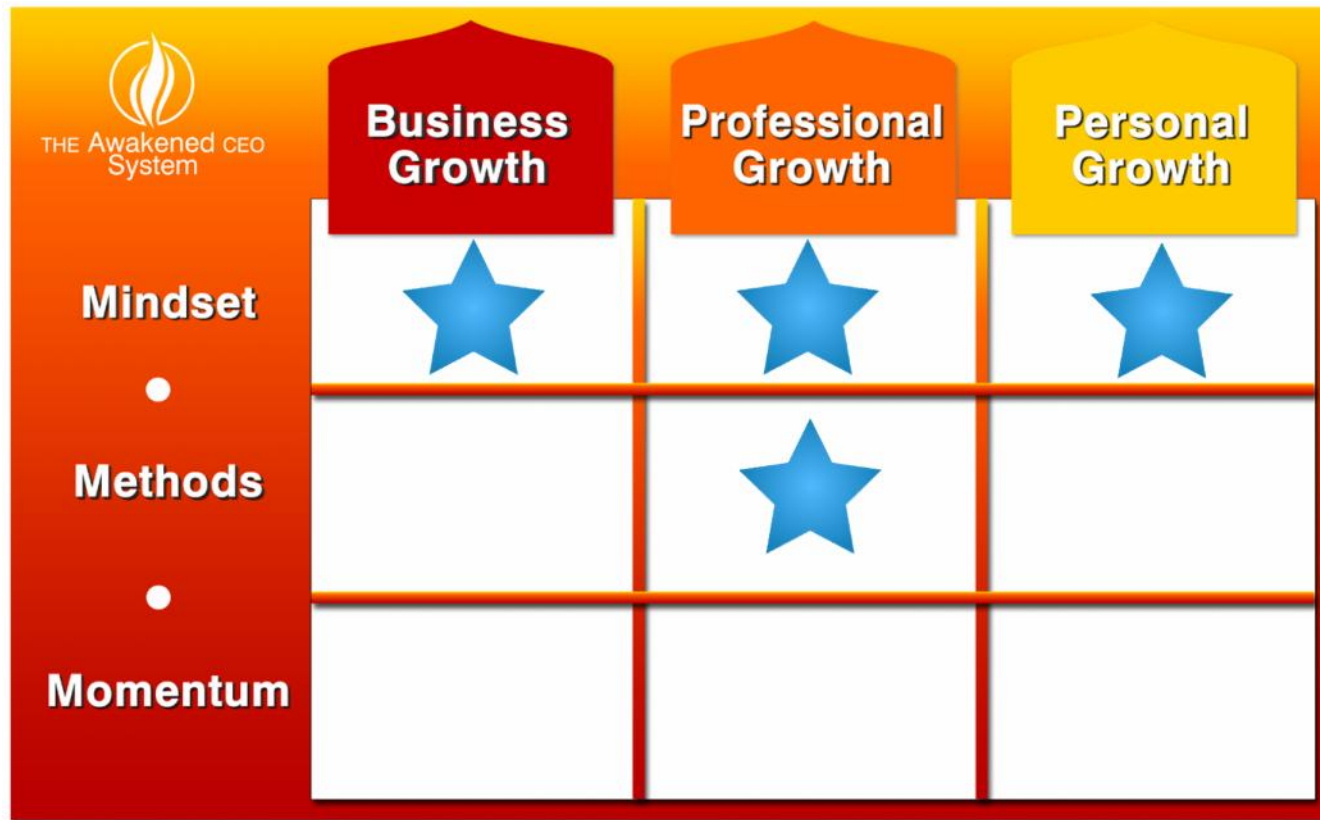
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Mindset

- Believe that Business Growth requires Professional Growth AND Personal Growth
- Believe that you can develop the competencies you need to be successful
- Believe that working on yourself is one of the most important things you can do in business.... and life

	Business Growth	Professional Growth	Personal Growth
Mindset	★	★	★
Methods		★	
Momentum			

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Methods

- Discover your gaps
- Pick a few things to work on
- Get support on closing the gaps
- Work with other people on your team, too!
Help them identify and close their gaps
- Don't forget to reward yourself –
and them – along the way!

	Business Growth	Professional Growth	Personal Growth
Mindset	★	★	★
Methods		★	
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Next Office Hours: Dec. 12th

- Topic is: TBD
- Let me know what topics you would like for me to address: www.PaulsSurvey.com

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Join Me for An Awakened Conversation

- Next one: December 14th: “Incredibly Empowering Beliefs!”
- Watch your emails for announcements!

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Special Offer!

- Our Gold Clarity Package
- Five – 90 Minute Planning Sessions
- Get Clear!
 - Define your **What**
 - Connect with your **Why**
 - Determine your **How**

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Gold Clarity Package

- 1** The Business Clarity Questionnaire
- 2** Phased Growth Strategy
- 3** Business Foundation Profile
- 4** 90-Day Growth Plan
- 5** First Step Financial Plan

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Gold Clarity Package

- 1 The Business Clarity Questionnaire ~~\$1,750~~
 - 2 Phased Growth Strategy
 - 3 Business Foundation Profile
 - 4 90-Day Growth Plan
 - 5 First Step Financial Plan
- \$1,497!**

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Guarantee

- 100% Money Back Guarantee
- If you don't want to continue after the first session, we'll give you a complete refund

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Bonus!

- For the next 5 signups, free coaching session
- Help you **Stay Focused** and keep on track in your business
- Value: **\$250!**



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Get Clear. Stay Focused. Grow Faster!

- Five x 90 Minute Planning Sessions
- One Bonus Follow-up Coaching Session
- Tools you can use in your business forever
- 100% Money back guarantee
- \$2,000 value... all for only **\$1,497**

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Sign Up Today!

- Get prepared for 2017!
- To order, give me a call at **415.997.8001**
- If you have any questions,
call **Stephanie May at 916.960.6983**

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Open Q & A

- Comments & questions on any topic!
- Survey: www.PaulsSurvey.com

Contact Me at paul@paulhoyt.com

call or text: 415.997.8001

www.SchedulePaul.com

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