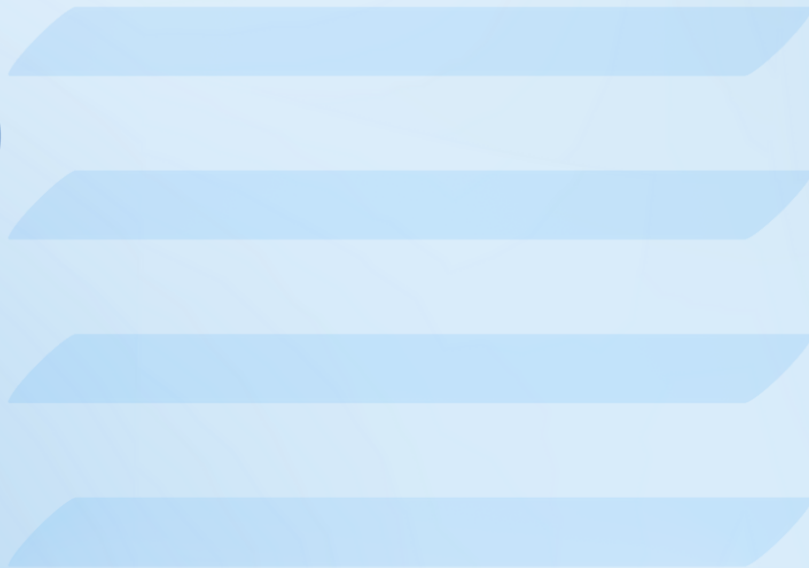




KACHAPI THE BUSINESS CLINIC

' YOUR NEXT MOVE GUIDE '



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Step 1: Assess Current Status

- What is the present condition of your business (sales, customers, operations, team, finances)?
- What challenges are you currently facing?

Step 2: Define Desired State

- Where do you want your business to be in the next 6–12 months?
- What does success look like (growth, profitability, systems, market reach, etc.)?

Step 3: Identify the Gap

- What is stopping you from reaching the desired state?
- List areas to improve (people, process, technology, finance, customers, products).

Step 4: Reflect on Past Actions

- What steps worked well and brought you here?
- What did you avoid or delay that held you back?

Step 5: Prioritize Actions

- Make a list of tasks under three buckets:
 - - Immediate (this month)
 - - Short Term (3–6 months)
 - - Medium Term (6–12 months)

Step 6: Break Down the Plan

- For each action, write:
 - - What needs to be done?
 - - Who will do it?
 - - By when?
 - - How will it be done?

Step 7: Define Accountability

- Who will monitor progress?
- How often will reviews happen (weekly / monthly)?
- Who is responsible for each milestone?

Step 8: Set SMART Goals

- Specific: Clear and detailed
- Measurable: Numbers/targets
- Achievable: Realistic
- Relevant: Matches business goals
- Time-bound: Has a deadline

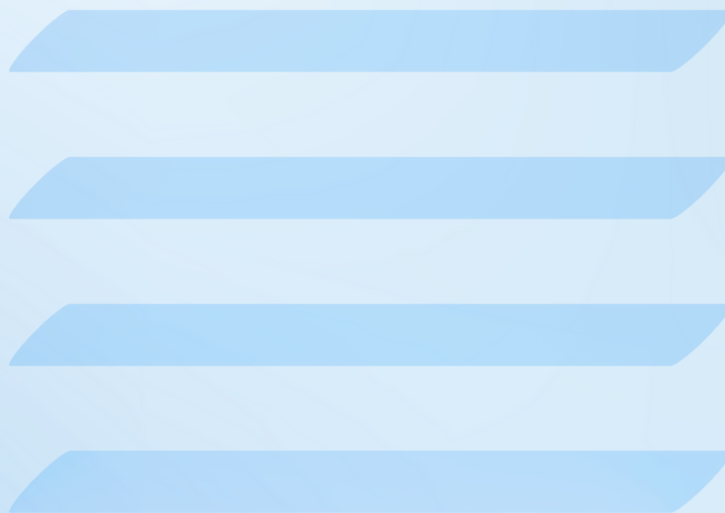
Step 9: Measure Progress

- Track small wins and improvements regularly
- Note daily/weekly progress in decisions and outcomes

Step 10: Continuous Improvement (DMAIC)

- Define the problem clearly
- Measure current performance
- Analyze causes of gaps
- Improve with systematic actions
- Control by reviewing and sustaining changes

Golden Rule: Don't drop the plan midway. Don't delay actions unnecessarily. Consistency is the key to growth.



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