



## Personal audit

The personal audit exercise is done in conjunction with Module 2, Lesson 3, titled 'The leadership and people skills of management'.

The personal 'audit' exercise is a self-examination of some of the traits that go towards making a successful salon manager.

The objective of a 'Personal Audit' is for you to do a self-assessment.

It's for you to acknowledge what you are good at. And to acknowledge what you need to 'work on' to be the success you want to be.

This is just you asking questions of yourself about "Who you need to be?" But remember to get the most out of this exercise, it's important that you're honest and objective with yourself.

So, using the questions below mark yourself out of '10'. With '0' being the lowest, meaning that you've got some work to do! And '10' being the highest. Meaning that you are already an absolute 'Super Star!'

And anything between '0' and '10', to indicate that 'maybe' there are some areas that you could get better at.

I have gone into complete overkill with this exercise! Because I have listed over 50 different criteria to rate yourself on! Perhaps, some of them could possibly be combined. And some of them will be 'more' or 'less' relevant to different people, and different salon situations.

Please 'don't over think it!' And definitely don't get too worked up about it!

The Leadership and People Skills of Managers	Rate 0-10
They engage	
They coach	
They involve the team in making decisions	
They know it's all about the relationships	
They nurture relationships	
They have fun	
They give open honest feedback	
They have the tough conversations	
They know when to let someone go	
They give positive reinforcement	
They catch people doing something right	
They give acknowledgement	
They congratulate	
They have good organisation skills	
They're consistent	
They are, and hold other accountable	
They're optimistic	
They own it	
They admit when they're wrong and apologise	
They learn from their mistakes	
They have empathy	
They show compassion	
They know when to cut you some slack	
They are there when you need them	
They are good listeners	

The Leadership and People Skills of Managers	Rate 0-10
They respect confidentiality	
They build trust and rapport	
They encourage others to believe in themselves	
They create opportunities for others	
They tell stories that educate and inspire	
They put the team first	
They know when to stop pushing	
They set the team achievable goals	
They celebrate	
They have energy	
They do more than expected	
They're proactive	
They know they can't be good at everything	
They know how to delegate	
They trust	
They manage their time well	
They don't get drunk or stoned with the team	
They lead by example	
They make things happen	
They don't lose their temper	
They don't blame everyone else	
They don't hold a grudge	
They invest in their own development	
They embrace change	
They understand the ultimate goal	

The Leadership and People Skills of Managers	Rate 0-10
They manage performance	
They show leadership	
They wear many hats	
They keep evolving	

**Notes.**

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# The first thing I want to improve.

After you have completed the 'audit on yourself. The next step is to choose the top 3 -5 criteria that you want to focus on improving.

**1**

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Step 1. Based on the personal audit that you gave yourself choose one of your 'leadership and people skills' that you would like to improve.

Step 2. Rate yourself on a scale of 0-10

Step 3. Come up with 5 practical things that you could do to move it towards a 10.

**1**

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**2**

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**3**

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**4**

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**5**

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# The second thing I want to improve.

After you have completed the 'audit on yourself'. The next step is to choose the top 3 -5 criteria that you want to focus on improving.

**2**

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Step 1. Based on the personal audit that you gave yourself choose one of your 'leadership and people skills' that you would like to improve.

Step 2. Rate yourself on a scale of 0-10

Step 3. Come up with 5 practical things that you could do to move it towards a 10.

**1**

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**2**

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**3**

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**4**

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**5**

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# The third thing I want to improve.

After you have completed the 'audit on yourself'. The next step is to choose the top 3 -5 criteria that you want to focus on improving.

**3**

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Step 1. Based on the personal audit that you gave yourself choose one of your 'leadership and people skills' that you would like to improve.

Step 2. Rate yourself on a scale of 0-10

Step 3. Come up with 5 practical things that you could do to move it towards a 10.

**1**

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**2**

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**3**

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**4**

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**5**

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# The fourth thing I want to improve.

After you have completed the 'audit on yourself'. The next step is to choose the top 3 -5 criteria that you want to focus on improving.

**4**

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Step 1. Based on the personal audit that you gave yourself choose one of your 'leadership and people skills' that you would like to improve.

Step 2. Rate yourself on a scale of 0-10

Step 3. Come up with 5 practical things that you could do to move it towards a 10.

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**2**

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**3**

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**4**

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**5**

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# The fifth thing I want to improve.

After you have completed the 'audit on yourself'. The next step is to choose the top 3 -5 criteria that you want to focus on improving.

**5**

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Step 1. Based on the personal audit that you gave yourself choose one of your 'leadership and people skills' that you would like to improve.

Step 2. Rate yourself on a scale of 0-10

Step 3. Come up with 5 practical things that you could do to move it towards a 10.

**1**

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**2**

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**4**

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**5**

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