

1. Business Highlights- List the highlights of your business activities for the reporting period (e.g. acquired new contract, purchased new equipment, new advertising)

2. Outline your business strategy for the upcoming month as it relates to your past results and anticipated future success. (e.g. increased advertising, switching supplier, hiring additional staff, reduced travel expense)

3. Have you found the need for additional training in any areas due to your business activities over the past month? (e.g. pricing, marketing & advertising strategy) Please list which activities spurred the need for additional training.

	Yes	No
3 Day Business Start Program		
Marketing		
Accounting		
Time Management		
Stress Management		
Customer Relations		
Financial Forecasting		
Other		

Comments or Course Interested In:

CF Heartland Staff Comments (Office use only):
