

## User Guide IGNITE: Building A Scalable Foundation: Team Builder Checklist

## Introduction:

"This checklist helps Australian entrepreneurs, small business owners, and ambitious beginners build cohesive teams, per Chapter 2 of IGNITE: Building a Scalable Foundation. Download at <u>https://phillipmatthew.com/ignite/resources/</u>

## Steps:

Review the example below the table to see how to set goals, roles, and reviews.

- Fill the table with your business goal, staff roles, training needs, and review schedules.
- In the fillable PDF, enter details in each cell and save.
- Track in Google Docs, Sheets, Notion, or paper for independent use.
- Book a call with Phil at <a href="https://phillipmatthew.com/book-a-call/">https://phillipmatthew.com/book-a-call/</a> for mentoring feedback.

| Key<br>Business<br>Goal | Assigned<br>Staff<br>Roles | Training<br>Required | Team<br>Review<br>Schedule | Staff<br>Review<br>Schedule | Mentor<br>Feedback |
|-------------------------|----------------------------|----------------------|----------------------------|-----------------------------|--------------------|
|                         |                            |                      |                            |                             |                    |

Example: Increase revenue by 20% by Q3 2025, Joe: Front of house, Joy: Barista, Ben: Back Office, Joy: Barista Course, Ben: Xero Training, Weekly Staff Meeting, Monthly 1:1 Reviews,

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