

<b>Audit Inquiry</b>	<b>Response &amp; Explanatory Remarks</b>	<b>Improvement Strategy</b>	<b>Completion Date</b>
1. Do you create a written plan of personal and professional/ business goals each year?			
2. Do you usually accomplish the goals you set for yourself?			
3. Do you feel as though you stay on top of your to-do list?			
4. Do you feel as though your work controls you?			
5. What areas of your business/ practice do you want to expand?			
6. What areas do you want to decrease?			
7. Are you managing and balancing your personal and professional/ business lives satisfactorily?			
8. (a) What are your personal ethics, standards, and values?			
(b) What are the ethics/standards/ value of your company/firm?			
(c) Do the company's/ firm's values seem to be in harmony with yours?			
9. Why did you choose your current work (e.g., money potential, service to others, travel)?			
10. (a) What are the most-enjoyable aspects of your work?			
(b) What are the least enjoyable?			

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11. (a) What are the most-profitable areas of your business/practice? (b) What are the least profitable?			
12. If you could leave your current position without suffering a financial loss, would you?			
13. What would you want to do if you did leave?			
14. If you went on an extended vacation or sabbatical, what would you like to do and for how long?			
15. (a) What do you like most about the people in your office?(b) What do you like least?			
16. What concerns you most about the following: (a) Your clients/customers? (b) Your supervisor or partners? (c) Staff /employees?			
17. Do you have a good working relationship with the following: (a) Your staff? (b) Your partners? (c) Associates?			
18. Make a list of 10-20 of your favorite activities, stress relievers, hobbies, etc.....how many of them have you made time for in the last 6 months?			
19. Do you make a real effort to include time for yourself and with your family and friends each week or do you think you're just too busy?			
20. What things do you regret not doing or making time for last year, the year before, etc.?			