

Self-Assessment

How well prepared are you for succession? Take our self-assessment to find out.

<i>Please respond to the following statements:</i>		YES	NO	NOT SURE
1.	I have a trust and estate plan that has been updated by my attorney within the past two years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	My family knows the location of all our important documents in the event of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Our accounting statements provide an accurate picture of the business cash flow and profitability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	We have engaged an independent firm to provide a valuation of the business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	We have clear guidelines for hiring, evaluating and promoting family members who choose to participate in the business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	I know what I want to do when I retire.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	My family is aware of my long term plans for the business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	The business is not a source of friction within my family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	I communicate openly and easily with family members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Our strategic plan includes a clearly defined exit strategy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	I have communicated my succession plan to the employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	We have budgeted sufficient resources to implement the succession plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	I have an ample and secure source of retirement income that is not tied to the success of the business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	We have a valid buy-sell agreement that is reviewed annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	We have a family member or key employee interested in taking over the business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	I have a qualified successor who is capable of taking my place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	My designated "heir apparent" has worked successfully outside of my business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	I have set and clearly communicated my expectations to my successor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	We have a training program for qualified successor candidates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	My advisors know and will work well with my successor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	My advisors all work well together and with my family and management team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Our family has created a governance structure that gives non-working family members input into managing family wealth and assets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	We have a regular family meetings in order to provide clear communications and minimize disputes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	We have an independent Board of Directors with members who are non-family and not current advisors to the business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	The Board is involved in the development and review of our strategic and succession plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Count up your “Yes” answers. If your total is:

- 21 to 25 – Congratulations! You are well positioned for succession.
- 16 to 20 – You are on the right track, but may still have a ways to go.
- 11 to 15 – While there is some major work to be done, you have made a good start.
- 10 or less – You are in good company. Most family owned businesses have done little to no planning for succession.

Whether you are starting from scratch or have already done a significant amount of planning, please call Rachel Owens at 714-560-9022 for a free consultation.

Please feel free to print and fax this to us at 714-560-0422 for our input. Please provide us with you business name and contact information.