



DOABLE DAILY DO'S

THE GROWTH MINDSET
PATH:
A WORKBOOK FOR CHEFS
WHO WANT OUT OF THE
KITCHEN



BY THE
ENTREPRENEURIAL
SPIRIT

STEP BY STEP

GUIDE

THE DOABLE DAILY TO-DO'S WORKBOOK IS A TRANSFORMATIVE TOOL DESIGNED SPECIFICALLY FOR CHEFS AND FOOD ENTREPRENEURS WHO ASPIRE TO TRANSITION FROM WORKING IN THE KITCHEN TO MANAGING AND GROWING THEIR CULINARY BUSINESSES.

HERE'S A STEP-BY-STEP GUIDE WALKING YOU THROUGH HOW TO USE THIS WORKBOOK. IF YOU'RE READY TO TAKE THE LEAP, IT'LL KICKSTART YOUR JOURNEY TO LEADERSHIP.



3 STEP

PROCESS

STEP ONE

TO BEGIN:
DEFINE YOUR GOALS.

CONSIDER WHAT YOU WANT AND WHERE
YOUR BUSINESS IS HEADED.

STEP TWO

THEN...
(PROCESSES & SYSTEMS) :

DO YOU WANT TO SAVE MONEY, TIME AND
ENERGY?

SYSTEMS. SYSTEMS. SYSTEMS.

STEP THREE

NEXT UP, LEADERSHIP:

REMOVE YOURSELF FROM THE DAY TO DAY
OPERATIONS.

LEARN TO DELEGATE, TEACH, INSPIRE AND
MOTIVATE.



GROWTH MIND SET

INTENSIONS

DAILY GOALS

WEEKLY GOALS

LONG TERM ASPIRATIONS

01

02

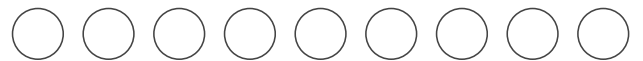
03

CHALLENGES

SELF CARE
WATER



SLEEP



MOOD



PROGRESS



WHAT I'VE LEARNED

KEY POINTS

USE THIS TO WRITE DOWN KEY TAKE AWAYS FROM MENTORS, BOOKS AND MASTERMIND SESSIONS

TOP TAKE AWAYS (MENTORSHIP ADVICE)

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

AREAS I WANT TO ADDRESS WITHIN MY BUSINESS

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____



DAILY GROWTH MINDSET

CHECKLIST

USE THIS INTENTION CHECKLIST TO CULTIVATE AND REINFORCE A GROWTH MINDSET IN YOUR DAILY LIFE.

SET CLEAR GOALS

- DEFINE SPECIFIC, ACHIEVABLE GOALS FOR THE DAY.
- BREAK LARGER TASKS INTO MANAGEABLE STEPS
- THIS IS FOR A CHECKLIST STATEMENT
- ALIGN DAILY GOALS WITH LONG-TERM ASPIRATIONS.

EMBRACE CHALLENGES

- APPROACH CHALLENGES WITH CURIOSITY AND OPENNESS
- SEE DIFFICULTIES AS OPPORTUNITIES TO LEARN AND GROW.
- REFLECT ON PAST CHALLENGES AND THE GROWTH THEY SPURRED.

LEARN FROM CRITICISM

- WELCOME CONSTRUCTIVE FEEDBACK AS A TOOL FOR IMPROVEMENT.
- SEPARATE PERSONAL WORTH FROM CRITICISM RECEIVED.
- IMPLEMENT ACTIONABLE INSIGHTS FROM FEEDBACK INTO YOUR ROUTINE.

PERSIST THROUGH OBSTACLES

- REMAIN RESILIENT IN THE FACE OF SETBACKS.
- USE SETBACKS AS MOTIVATION TO TRY DIFFERENT APPROACHES.
- CELEBRATE SMALL VICTORIES TO MAINTAIN MOMENTUM.



SMART GOALS

WHEN SETTING GOALS, MAKE SURE IT FOLLOWS THE SMART STRUCTURE. USE THE QUESTIONS BELOW TO CREATE YOUR GOALS.

S	<p><u>SPECIFIC</u></p> <p>WHAT DO I WANT TO ACCOMPLISH BY BEING SELF EMPLOYED?</p>	
M	<p><u>MEASURABLE</u></p> <p>HOW WILL I KNOW WHEN I'VE ACHIEVED THIS GOAL?</p>	
A	<p><u>ACHIEVABLE</u></p> <p>HOW CAN THIS GOAL BE ACCOMPLISHED?</p>	
R	<p><u>RELEVANT</u></p> <p>DOES THIS SEEM WORTHWHILE?</p>	
T	<p><u>TIME BOUND</u></p> <p>WHEN CAN I ACCOMPLISH THIS GOAL?</p>	

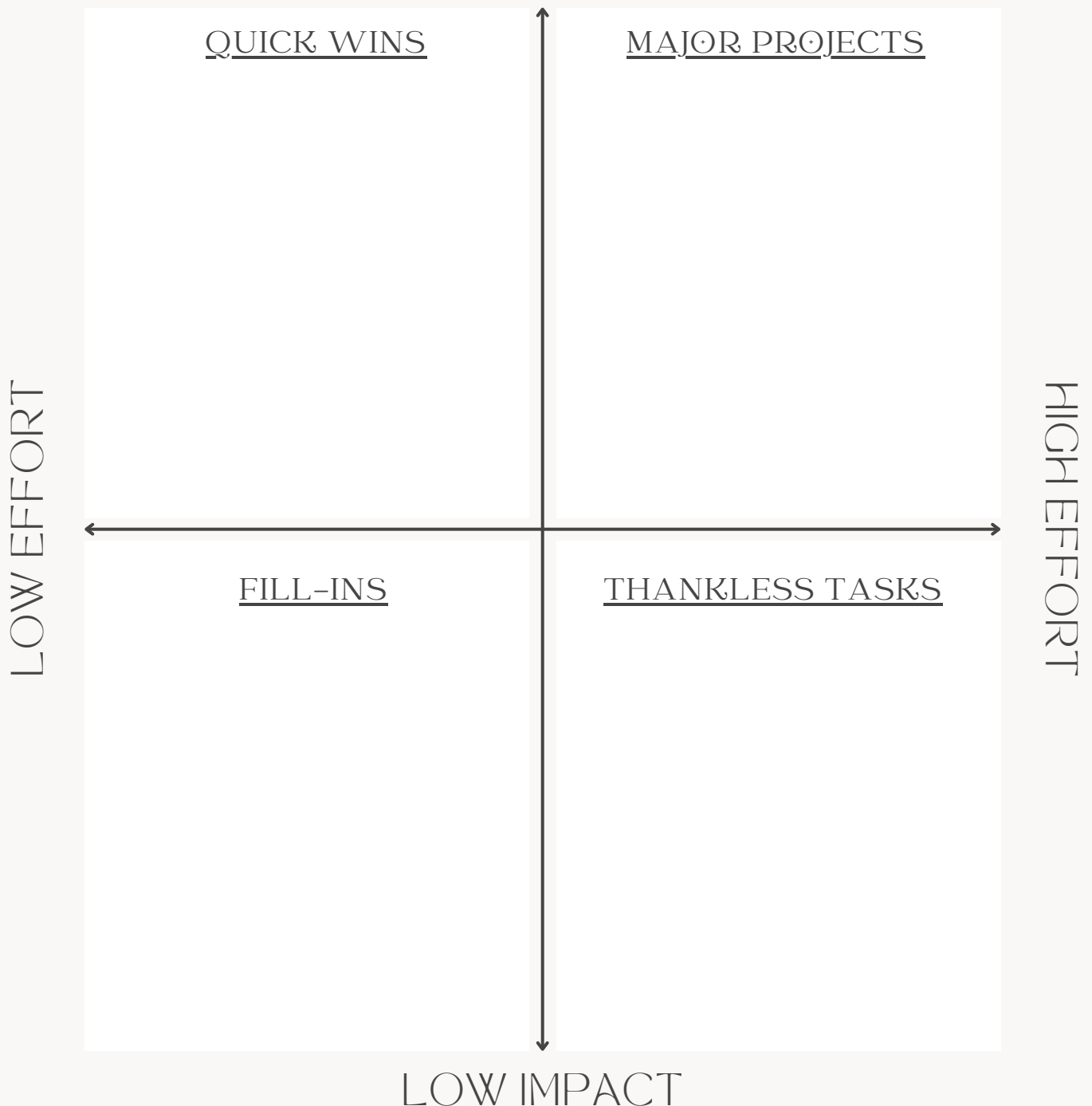


DELEGATION PRIORITY

MATRIX

THE ACTION PRIORITY MATRIX IS A GREAT WAY TO VISUALISE WHAT TASKS TAKE PRIORITY OVER OTHERS, AND HOW TO BEST ALLOCATE YOUR TIME TOWARDS THEM IN YOUR BUSINESS. WHAT CAN YOU DELEGATE VS. WHAT DO YOU NEED TO DO YOURSELF?

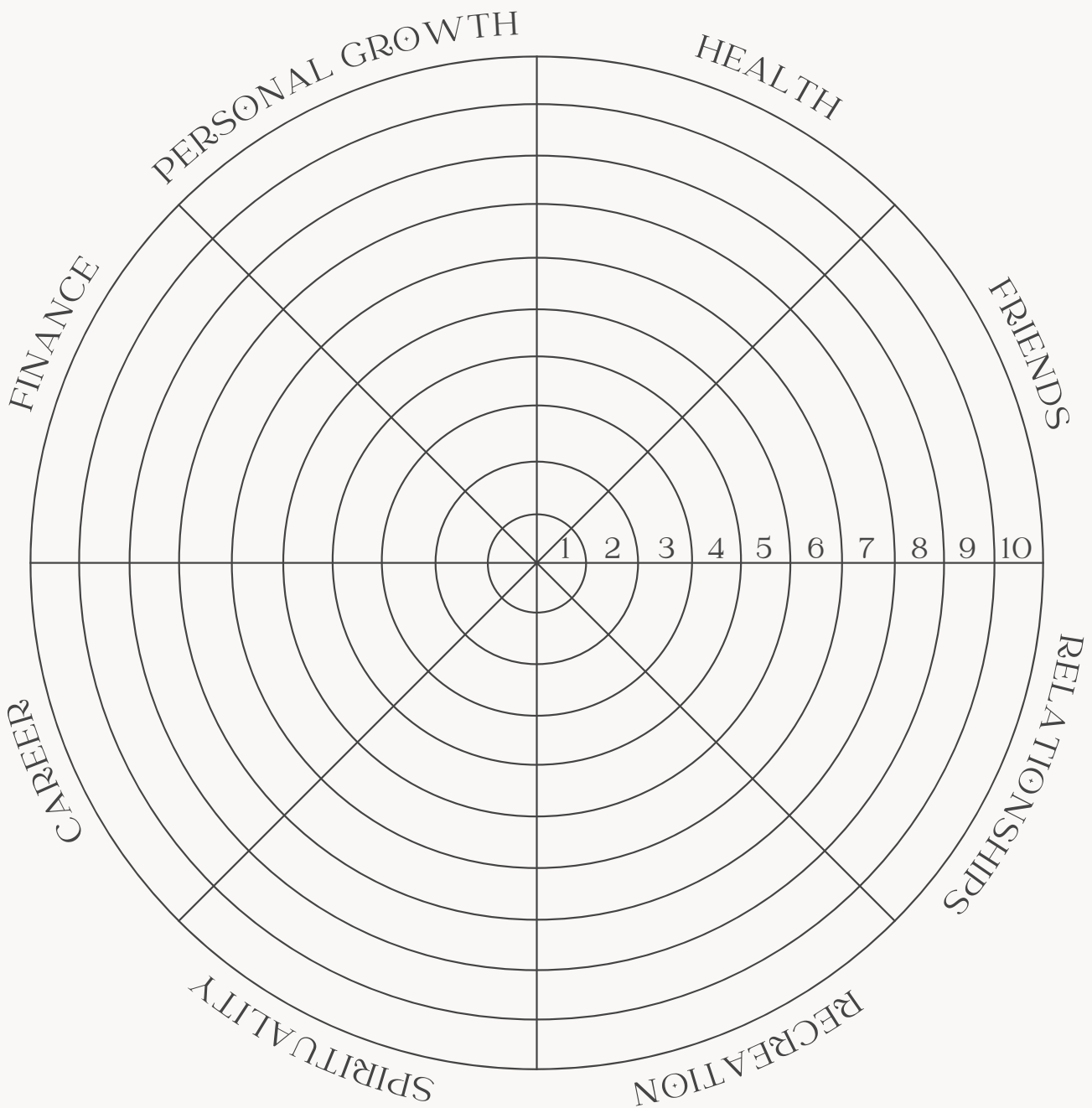
HIGH IMPACT



FREEDOM

NUMBER

THE WHEEL OF LIFE IS A GREAT TOOL THAT HELPS YOU BETTER UNDERSTAND WHAT YOU CAN DO TO MAKE YOUR LIFE MORE BALANCED. THINK ABOUT THE 8 LIFE CATEGORIES BELOW, AND RATE THEM FROM 1 - 10. CONSIDER WHAT IS OF VALUE TO YOU IN EACH CATEGORY. PUT A MONETARY FIGURE NEXT TO EACH CATEGORY. ADD THEM UP AND HIGHLIGHT THAT NUMBER



7 DAY

LEADERSHIP TRACKER

KEEPING TRACK OF YOUR HABITS CAN HELP YOU STAY ON TRACK AND ACHIEVE YOUR GOALS. FILL OUT YOUR TOP 12 LEADERSHIP GOALS AND MARK THEM OFF EACH DAY YOU SUCCESSFULLY COMPLETE THEM.

WEEK OF: _____

LEADERSHIP SKILLS

	(S)	(M)	(T)	(W)	(T)	(F)	(S)
01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REFLECTION NOTES



BUSINESS ORGANIZATIONAL

GOALS

FOR EACH OF THE CATEGORIES BELOW, WRITE DOWN THINGS YOU ARE DOING WELL AND WHERE YOU NEED IMPROVEMENT. TAKE THE TIME TO REFLECT ON THESE, AND WRITE A GOAL FOR EACH CATEGORY.

CATEGORY	WHAT I'M DOING WELL	WHERE I NEED IMPROVEMENT	MY GOALS
<i>PROCESS + SOPS</i>			
<i>SYSTEMS</i>			
<i>INNOVATION</i>			
<i>LEADERSHIP</i>			
<i>AUTOMATION</i>			
<i>DELEGATION</i>			



GROWTH
TRACKER

WEEK OF: _____

	SYSTEMS/ PROCESSES GOALS	COMPANY PROGRESS	DONE
MON			<input type="radio"/>
TUE			<input type="radio"/>
WED			<input type="radio"/>
THU			<input type="radio"/>
FRI			<input type="radio"/>
SAT			<input type="radio"/>
SUN			<input type="radio"/>



PROCESS AND SYSTEM

IMPLEMENTATION

OBJECTIVE: STREAMLINE PROCESSES TO IMPROVE EFFICIENCY, REDUCE COSTS, AND ENHANCE PRODUCTIVITY ACROSS THE ORGANIZATION.

GOAL: OPTIMIZE OPERATIONAL EFFICIENCY

PROCESS MAPPING: DOCUMENT ALL CURRENT PROCESSES IN DETAIL. IDENTIFY BOTTLENECKS, REDUNDANCIES, AND AREAS FOR IMPROVEMENT.



STANDARD OPERATING PROCEDURES (SOPS): DEVELOP CLEAR, DETAILED SOPS FOR ALL KEY PROCESSES. ENSURE THESE DOCUMENTS ARE EASILY ACCESSIBLE TO ALL TEAM MEMBERS.



AUTOMATION: IDENTIFY REPETITIVE, TIME-CONSUMING TASKS THAT CAN BE AUTOMATED. INVEST IN SOFTWARE TOOLS THAT CAN HANDLE THESE TASKS EFFICIENTLY (E.G., CRM SYSTEMS, PROJECT MANAGEMENT TOOLS, INVENTORY MANAGEMENT SOFTWARE).



CONTINUOUS IMPROVEMENT: ESTABLISH A CULTURE OF CONTINUOUS IMPROVEMENT. REGULARLY REVIEW AND REFINE PROCESSES TO ENSURE THEY REMAIN EFFICIENT AND EFFECTIVE.



WHY IT'S IMPORTANT:

- IMPROVES OVERALL PRODUCTIVITY AND EFFICIENCY.
- REDUCES OPERATIONAL COSTS.
- ENHANCES CONSISTENCY AND QUALITY OF OUTPUTS.

