



ARIZONA
SMALL
BUSINESS
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COLLECTIVE



RESPOND → PLAN → RETURN STRONGER

Gaps: The Space Between Where You Are and Where You Want to Be

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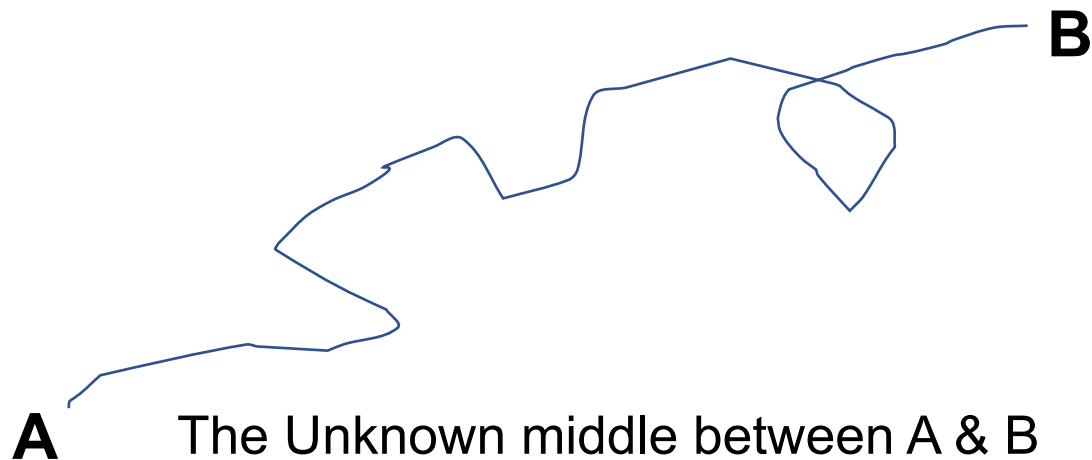
Definition of a Gap

A gap is the space between where you are and where you want to be.

Everyone Has Gaps

- Gaps in the growth of a business.
- Gaps in personal growth: physical, emotional, or spiritual.
- Gaps in professional growth.
- Gaps in leadership skills or behaviors.
- Gaps in teams.
- External environmental gaps.

The Unknown Middle



Four Important Principles for Closing Gaps

1. You must be intentional.
2. You need a strategy with measurable action steps.
3. You need accountability.
4. You must be brutally honest with yourself.



Five Steps to Closing Gaps

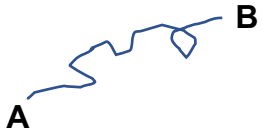
Step One: Understand Where You Are.

You must know exactly what point A looks like.



Take a Moment

Prioritize and write down a gap or two in your life or business you want to close.



Five Steps to Closing Gaps

Step Two: Understand Where You Want to Be.

You must know exactly what you want point B to look like.



Take a Moment

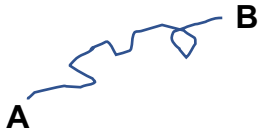
Write down a short but detailed description of where you want to be with regards to the gap you want to close.



Five Steps to Closing Gaps

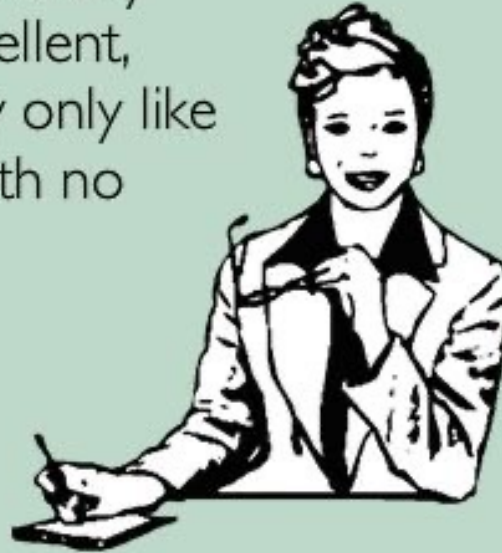
Step Three: Understand Yourself.

Self-awareness is a key concept in closing gaps.




Step 3: Know Yourself

Oh, you don't have any weaknesses? Excellent, because we really only like to hire people with no self-awareness.



som^{ee}cards
user card

A  B

Five Steps to Closing Gaps

Step Four: Shape your perspective.

The closer your perspective is to reality the healthier your journey will be.



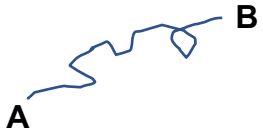
The Replacement Principle

1. Think about what you are thinking about.
2. Compare it to the information you now have.
3. Replace it with what you now know.



Take a Moment

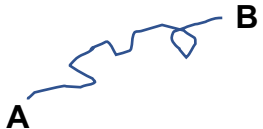
- Brainstorm with yourself and write down words that describe how you see the gap you are working to close.
- Circle the words that seem to show a pattern.
- Write a sentence or two description, including the circled words, of the gap you are closing.



Five Steps to Closing Gaps

Step Five: Strategize on closing the gap.

The plan to close the gap is the roadway to get you to your destination.



S.M.A.R.T. Goals

Specific

Measurable

Achievable

Relevant

Time bound



The Unknown Middle

