



Being Disciplined for the Self-Employed Business Owner

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support—delivering
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with confidence.

Worksheet 1: Personal Distractions Audit

Instructions: Reflect on your typical workday and identify any personal distractions that might be affecting your productivity. Think about phone calls, texts, extended breaks, and other activities that are not directly related to your business.

List three personal distractions you often engage in during work hours:

a.

b.

c.

How do these distractions impact your work productivity and focus?

What strategies can you implement to minimize these distractions during work hours?



Worksheet 2: Employee Behavior Assessment

Instructions: Consider the behaviors you've observed among your employees that might be affecting the business. Identify any areas where there might be room for improvement.

List three employee behaviors that you suspect might be costing the business:

a.

b.

c.

How do you think these behaviors impact the overall efficiency and profitability of the business?

What steps can you take to address these behaviors and promote a more disciplined work environment?



Worksheet 3: Setting Expectations and Guidelines

Instructions: Create clear expectations and guidelines for both yourself and your employees regarding work hours, breaks, and the use of business resources.

List three key expectations you want to establish for yourself as a self-employed business owner:

a.

b.

c.

List three key expectations you want to communicate to your employees:

a.

b.

c.

How will you communicate these expectations to your employees to ensure everyone understands them?



Worksheet 4: Positive Reinforcement Plan

Instructions: Develop a plan for recognizing and rewarding employees who demonstrate discipline and adhere to work guidelines.

Identify three ways you can provide positive reinforcement to employees who consistently meet expectations:

a.

b.

c.

How do you think positive reinforcement will contribute to a more disciplined work environment?



Worksheet 5: Overcoming Challenges and Solutions

Instructions: Consider potential challenges you might face while implementing these strategies. Brainstorm solutions for overcoming these challenges.

List three potential challenges you might encounter when trying to enforce work guidelines and address employee behaviors:

a.

b.

c.

For each challenge, write down a potential solution or approach to overcome it:

Challenge 1:

Solution:

Challenge 2:

Solution:

Challenge 3:

Solution:

