



ABC's of the Business Owner Responsibilities

Inspired by Frances McGuchin's book
Big Ideas for Growing Your Small Business

- A** Advertising Manager, Administrator, Accounts Clerk, Accountant
- B** Boss, Banker, Bookkeeper, Budget Planner
- C** Computer Expert, Credit Manager, Controller, CEO, Customer Service
- D** Delegator, Designer, Driver, Debt Collector, Director, Database Designer
- E** Expert, Entrepreneur, Educator, Employer
- F** File Clerk, Finance Manager, Fixer, Forms Designer
- G** Growth Planner, Gofer, Goal Setter
- H** Human Resources Manager
- I** Innovator, Investor, Invoice Clerk, Insurance Manager, Inventory Clerk
- J** Janitor, Jack of all Trades, Journalist, Job Juggler, Job Costing
- K** Keyboard Operator, Keynote Speaker
- L** Leader, Legal Advisor
- M** Manager, Mail Clerk, Mentor, Manufacturer, Maintenance Worker
- N** Network Techie, New Product Developer, Networker
- O** Office Space Planner, Owner, Office Clerk, Organizer of all the above!
- P** Payroll Clerk, Planner, Presenter, President, Problem Solver, Partner
- Q** Quality Control Officer
- R** Recruiter, Receptionist, Receiver, Risk Analyst, Researcher
- S** Supervisor, Systems Designer, Salesperson, Shipper, Strategist
- T** Technician, Trainer
- U** Umpire
- V** Vendor, Visionary
- W** Web Designer, Writer, Warehouse Manager
- X** Xerox Operator, Xmas Party Planner
- Y** Yellow Page Advertiser
- Z** Zero Based Budgeter, Zoo Keeper

Are these things keeping you on the Fragmented Focus Treadmill™?
To read an article on how to get off the Fragmented Focus Treadmill [click here](#)