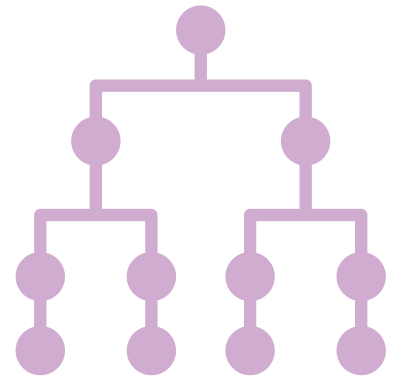# DECISION-MAKING TOOL

The tool

One of the main challenges of finding new clients as an entrepreneur is deciding whether to take a new client or contract.

This is why we propose a tool to support new entrepreneurs in selecting missions and prioritising sustainable and strategic business development.

Description

Material required
A device with an internet connection.

Investment required
None.

Possible uses
You can use this tool to decide whether to take a specific contract or client or as part of your self-promotion efforts to target specific prospects as well.

Possible restriction
You might not agree with some of the conclusions of this decision-making tool. This is general advice, so feel free to adapt it to your own criteria!

Technical difficulty (skills needed): ⭐

Environmental Impact ------------------------------

The tool mentioned has a low environmental impact 🌿 🌿 🌿

The environmental impact of using this tool is negligible. However, as an entrepreneur, you can take into whether taking a new contract or client will have a significantly different environmental impact compared to your current activities. If you are unsure whether to take this new contract, it might either help you make your decision, or propose additional services to your client to make their practices greener!

Regarding learning disorders ------------------------------

We followed inclusive design best practices while creating this tool. Do not hesitate to adapt it to your own use or needs!

VA MOOC — THE VIRTUAL ASSISTANT'S MOOC

		Score
My skills	This project is in my core competency area. If not, this project allows me to learn or develop new skills.	
Feasibility	The deadline is clear.	
	The delivery deadline is realistic and feasible for me.	
	The client 's expectations are clear and they have provided enough information for me to answer their expectations.	
Budget	The budget is clear.	
	The client is not only interested in the price or is not trying to push my prices down.	
	The budget is appropriate for the project. If the budget is a bit lower than what I would accept, it allows me to develop a skill or to work for a cause I support.	
Values	The client's brand values align with mine or those of my company.	
Potential problems	Communication with the client is respectful and constructive.	
	I am confident and at ease when communicating with the client, nothing seems off.	
		TOTAL **0** /10

If you consider the statement is true, mark "1". If you consider the information is false, mark "0".

How to make a decision based on this result:

Total between 0-3: This project does not seem to be interesting for you.

Total between 4-5: Only take this project if you urgently need to make money, and only if you can get paid in the timeframe you need to receive money in.

Total between 6-7: Taking this project can be a good idea if you don't need to make it your priority.

Total between 8-10: This project seems perfect for you go for it!

Note: These are general recommendations that should be adapted to your own situation.