



Thinking of Becoming an Independent Consultant?

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The following statements describe key ingredients for success as an independent consultant. They provide a checklist of factors to consider. Rate the accuracy of each statement as it describes your current situation.

1 = not accurate

5 = very accurate

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|--|---|---|---|---|---|
| 1. I have a clear statement of the purpose/mission of my proposed business. | 1 | 2 | 3 | 4 | 5 |
| 2. I possess a high level of current knowledge/skill in my chosen specialty. | 1 | 2 | 3 | 4 | 5 |
| 3. I can describe in fifteen seconds how clients will benefit from my services. | 1 | 2 | 3 | 4 | 5 |
| 4. I have well-developed contacts with people who are my potential clients. | 1 | 2 | 3 | 4 | 5 |
| 5. I have done research that indicates a clear market for my services. | 1 | 2 | 3 | 4 | 5 |
| 6. I have a network of people with good contacts to refer me. | 1 | 2 | 3 | 4 | 5 |
| 7. I have a marketing plan to reach prospective clients. | 1 | 2 | 3 | 4 | 5 |
| 8. I thrive on project work and meet promised deadlines. | 1 | 2 | 3 | 4 | 5 |
| 9. I know my own strengths and vulnerabilities, and those of my competition. | 1 | 2 | 3 | 4 | 5 |
| 10. I can easily earn and maintain trust and cooperation. | 1 | 2 | 3 | 4 | 5 |
| 11. I can differentiate my services from my competitors. | 1 | 2 | 3 | 4 | 5 |
| 12. I treat information as confidential when it is provided in confidence. | 1 | 2 | 3 | 4 | 5 |
| 13. I sincerely believe that the client's needs must come first. | 1 | 2 | 3 | 4 | 5 |
| 14. I communicate sensitive information constructively and persuasively. | 1 | 2 | 3 | 4 | 5 |
| 15. I will turn down an assignment if I am sub-marginally qualified for it. | 1 | 2 | 3 | 4 | 5 |
| 16. I explain difficult concepts understandably, either orally or in writing. | 1 | 2 | 3 | 4 | 5 |
| 17. I can estimate accurately the time to complete a project's task. | 1 | 2 | 3 | 4 | 5 |
| 18. I have at least six months of savings to sustain me if business is lean. | 1 | 2 | 3 | 4 | 5 |
| 19. I approach problems creatively and with an open mind. | 1 | 2 | 3 | 4 | 5 |
| 20. I can live with wide fluctuations in income. | 1 | 2 | 3 | 4 | 5 |
| 21. I listen attentively and open-mindedly, and summarize issues accurately. | 1 | 2 | 3 | 4 | 5 |
| 22. I own, or have access to, the tools I need for consulting. | 1 | 2 | 3 | 4 | 5 |
| 23. I have provisions for meeting my insured benefit needs. | 1 | 2 | 3 | 4 | 5 |
| 24. I have the support of my spouse/partner for being an independent consultant. | 1 | 2 | 3 | 4 | 5 |
| 25. I quickly grasp new concepts and situations, and read "between the lines". | 1 | 2 | 3 | 4 | 5 |
| 26. I have the self-discipline to work independently. | 1 | 2 | 3 | 4 | 5 |
| 27. I see the "big picture" as well as the important details. | 1 | 2 | 3 | 4 | 5 |
| 28. I am comfortable and competent in dealing with organizational politics. | 1 | 2 | 3 | 4 | 5 |
| 29. I have a trusted colleague to whom I can turn when I need help. | 1 | 2 | 3 | 4 | 5 |
| 30. I believe in myself and in the services I plan to offer. | 1 | 2 | 3 | 4 | 5 |
| 31. I am not considering consulting primarily to escape from a job I don't like. | 1 | 2 | 3 | 4 | 5 |
| 32. I am comfortable and competent in negotiating about rates and payments. | 1 | 2 | 3 | 4 | 5 |