



ENTREMIND
Fostering Entrepreneurial Mindset

entremind.sports4.eu



D2.3

WORKSHEET PACK

2026

Blank working pages to use with the main toolkit

16 practical tools · Four learning modules
Prepared by Oslo Orcas IF for ENTREMIND

Project 101229842 · Erasmus+ Sport · Small-scale Partnerships

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HOW TO USE THIS PACK**Make the worksheets your own**

These blank worksheets accompany the ENTREMIND D2.3 Empowerment Toolkit. Read each tool's instructions and fictional example in the main toolkit before completing its sheet.

Start with one situation that matters to you. Work independently or with a coach. Use initials or leave the name field blank if you prefer; share only what you choose.

The Word version is editable. The PDF is designed for printing or use with a PDF annotation app; it does not contain interactive form fields. You can copy a worksheet to repeat an activity.

Tools 13 and 14 include tables for cash-flow scenarios and planned versus actual time. Adapt categories and currency to your situation without double counting.

Return to the official country cards in the main toolkit before making business commitments. The worksheets support planning and do not settle individual legal or tax questions.

Attribution and use

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WORKSHEET 01

Your skills beyond sport

Three evidenced skills and one small way to use them outside sport.

Name or initials: _____ Date: _____

My roles and values

List three roles and two values you want your next step to respect.

Evidence 1

Situation → my action → result → transferable skill → possible user.

Evidence 2

Situation → my action → result → transferable skill → possible user.

Evidence 3

Situation → my action → result → transferable skill → possible user.

My first practice task

What needs practice? Name a 30-minute task, date and boundary protecting sport or recovery.

Use with Tool 01 in the main toolkit. This sheet is for reflection and planning.



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WORKSHEET 02

Notice, listen, respond

A personal pause routine, an empathy question and a clear boundary.

Name or initials: _____ Date: _____

Trigger and signal

What happened? What did I feel and notice? Separate facts from my interpretation.

My pause routine

What will I do before responding, and when will I return to the conversation?

Their possible perspective

What might matter to the other person? Write a question to check, rather than assume.

My response and boundary

Write the actual words: observation, practical need, request and limit.

Support and review

Who can offer practical support? When will I review whether this response helped?

Use with Tool 02 in the main toolkit. This sheet is for reflection and planning.



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WORKSHEET 03

Learn from a setback

One evidence-based lesson and a limited next attempt or deliberate pause.

Name or initials: _____ Date: _____

Expectation and result

What did I expect? What happened? Record the evidence available.

Facts and interpretations

List two facts, then the interpretation I need to check.

Control and uncertainty

What could I control, influence or not control? What remains unknown?

Change or pause

Choose one next step. Set a time cap, money cap and review date.

Evidence for my next decision

What result would justify another attempt? What would make me stop or change direction?

Use with Tool 03 in the main toolkit. This sheet is for reflection and planning.



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WORKSHEET 04

A vision you can act on

A 30-day SMART goal with a first action and protected commitments.

Name or initials: _____ Date: _____

My one-year direction

Describe an ordinary week and the values it should reflect.

My 30-day SMART goal

I will [specific action] to produce [measurable evidence] by [date], because [relevance].

Feasibility and limits

What makes this achievable? Set weekly hours, total spending and protected commitments.

First action and review

Book the first task and halfway review. How will I reduce scope if needed?

Use with Tool 04 in the main toolkit. This sheet is for reflection and planning.



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WORKSHEET 05

Your athlete SWOT

A four-part assessment and one practical action to test an assumption.

Name or initials: _____ Date: _____

Idea and strengths

Name the idea and audience. List two internal strengths with evidence.

Weaknesses

List two internal gaps in skills, time, resources or access.

Opportunities

List two external openings. Add evidence or mark each as an assumption.

Threats

List two external risks. Add evidence or mark each as an assumption.

Action and mitigation

Use one strength, test one opportunity and reduce one risk. Name a date and effort cap.

Use with Tool 05 in the main toolkit. This sheet is for reflection and planning.



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WORKSHEET 06

Understand the problem first

A problem statement grounded in observed experience, with uncertainties marked.

Name or initials: _____ Date: _____

Audience and invitation

Who will I learn from? Write a brief voluntary invitation and anonymous note-taking plan.

My neutral questions

Write three questions about a recent event, the difficulty and the person's existing response.

Conversation evidence

For A, B and C: what happened, what did they do, and what obstacle remained?

Problem statement

[Audience] needs a way to [task] because [observed obstacle].

Uncertainty

What disagreed? What is my interpretation rather than evidence? What needs checking?

Use with Tool 06 in the main toolkit. This sheet is for reflection and planning.



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WORKSHEET 07

Generate three different answers

Three distinct concepts addressing the same evidenced problem.

Name or initials: _____ Date: _____

Problem and rapid ideas

Copy the problem statement, then write six possible responses without judging them.

Concept A

Audience; what they do; expected improvement; main assumption; smallest demonstration.

Concept B

Use a different delivery approach. Record audience, action, improvement, assumption and demonstration.

Concept C

Use a third approach. Record audience, action, improvement, assumption and demonstration.

What changed?

Which idea differs most from my first answer, and what might it help me learn?

Use with Tool 07 in the main toolkit. This sheet is for reflection and planning.



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WORKSHEET 08

Choose what to test

One provisional idea selected with reasons and uncertainties.

Name or initials: _____ Date: _____

Limits and exclusions

My time cap and spending cap; any permissions or barriers that must be resolved.

Concept A scores

Need ___ + skill ___ + time ___ + cost ___ = ___ / 12. Give a reason for every score.

Concept B scores

Need ___ + skill ___ + time ___ + cost ___ = ___ / 12. Give a reason for every score.

Concept C scores

Need ___ + skill ___ + time ___ + cost ___ = ___ / 12. Give a reason for every score.

Provisional selection

Which idea will I test, why, and which uncertain score could change my decision?

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WORKSHEET 09

Run a small, useful experiment

A test plan with a hypothesis, evidence target and stop or adapt rules.

Name or initials: _____ Date: _____

Question and hypothesis

What uncertainty will I test? If [audience] uses [prototype], then [observable action] under [conditions].

Prototype and limits

What will I show? Set total hours, maximum spending, date and protected commitments.

Task and evidence target

Who participates voluntarily? What task will they attempt? What count, time or behaviour meets the target?

Decision rules

Before the test: continue if...; adapt if...; stop if...; permissions needed...

Result and next decision

After the test: actual evidence, limitations and my next bounded action or decision to stop.

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WORKSHEET 10

Find your official starting route

One documented starting route and one unresolved question with a next action.

Name or initials: _____ Date: _____

My activity and location

What will I offer, to whom, where and in what capacity?

Official starting source

Publisher, page title, URL, access date and any displayed update date.

Confirmed and uncertain

Write one explicit source statement and one unresolved question separately.

Next verification

Which official service or qualified adviser, exact question, action and review date?

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WORKSHEET 11

Build your start-up checklist

Five or fewer prioritised tasks with evidence, help and completion dates.

Name or initials: _____ Date: _____

Experiment boundaries

Activity, participants, location, payments and information I would collect.

Task / question	Status	Evidence / help	Next action / date

Status: confirmed / needs checking / blocks the test. Include only checks relevant to your activity.

Fallback and next review

If a prerequisite remains unresolved, how will I adapt or pause? Set a review date.

Use with Tool 11 in the main toolkit. This sheet is for reflection and planning.



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WORKSHEET 12

Separate personal and business money

Two separate spending plans and an explicit, affordable transfer limit.

Name or initials: _____ Date: _____

Period, currency and assumptions

State what is known, estimated, included and excluded.

Personal plan

Money available – commitments = margin. Proposed transfer and amount retained?

Business plan

Opening funds; owner transfers; customer receipts; one-off and recurring costs. Include tax/social contributions when due and amounts reserved.

Spending rule

My cap, receipt-storage method, review date and trigger for pausing spending.

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WORKSHEET 13

Check three periods of cash flow

A three-period cash plan and one response to a late payment.

Name or initials: _____ Date: _____

Currency: _____ Period length: _____ Minimum cash level: _____

Base case: record money when it moves

Cash movement	Period 1	Period 2	Period 3
Dates			
Opening cash			
Customer receipts			
Owner funding / other receipts			
Payments out			
Closing cash			

Closing = opening + all cash receipts – payments. Carry each closing balance into the next opening balance. Owner funding is not sales.

Delayed payment scenario

Cash movement	Period 1	Period 2	Period 3
Opening cash			
Customer receipts			
Owner funding / other receipts			
Payments out			
Closing cash			

Payment dates and assumptions

Tax/social contributions due, reserved funds and unknown amounts:

My decision

Lowest balance by date; action before committing; review date:

Use with Tool 13 in the main toolkit. This sheet is for reflection and planning.



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WORKSHEET 14

Build a realistic week

A weekly allocation within 168 hours, with specific business blocks and a buffer.

Name or initials: _____ Date: _____

Week beginning: _____

Non-overlapping category	Planned hours	Actual hours
Sleep		
Training / competition		
Additional recovery		
Work / study		
Travel		
Meals / personal care		
Care / relationships / other		
Business tasks		
Unallocated buffer		
Total: 168 hours		

Business blocks

Day and time	Task and preparation	Hours

Adjust and review

What will shrink when plans change? What did I actually do, and what will I change next week?

Use with Tool 14 in the main toolkit. This sheet is for reflection and planning.



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WORKSHEET 15

Choose what deserves your time

A four-category task map and one clear next action.

Name or initials: _____ Date: _____

Important and urgent: act

Task, real consequence and next action today.

Important, not urgent: schedule

Task, link to my goal and a specific calendar block.

Urgent, less important: delegate or simplify

Task, suitable willing person or simpler approach, deadline and brief.

Neither: defer or remove

Task and what would justify reconsidering it.

Use with Tool 15 in the main toolkit. This sheet is for reflection and planning.



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WORKSHEET 16

Run a 30-day action and review cycle

A dated action plan, an evidence threshold and a decision rule.

Name or initials: _____ Date: _____

SMART goal and dates

By which actual date will I achieve what observable result, and why?

Days	Action	Evidence to collect	Date
1 to 7			
8 to 14			
15 to 21			
22 to 30			

Limits and prerequisites

Time cap, spending cap, requirements to resolve and reason to pause.

Threshold before the test

Define observable criteria before testing: fixed commitments, no overlapping hours, total within 168, sleep/recovery and a dated business task; or criteria suited to my own test.

Day 30 decision

Actual evidence; continue/change/stop; reason; next action and review date.

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