LoftyBiz Ownership Planning Worksheet

Before you promise anyone a share, write down today's value, what earns the share, and how it could one day be sold. Then take those answers to a local lawyer.

Companion download for LoftyBiz 131 — Sharing Ownership: Partner and Staff Equity Without Regret.

Example figures. General education, not financial, legal or tax advice. Results vary. These are examples, not promises. Valuations, percentages and prices in the video are rough examples, not recommendations. Ownership rules differ by country, so get local legal advice before you sign anything.
You can keep a plain-language summary of your vesting rules, review dates and approval steps as SOPs in one place in Systex, our own product. You can find Systex at loftybiz.net, or click the link in the description.

1. Three answers before any shares

Write these down before you promise anyone a share, then take them to a local lawyer.

Question	Your answer
What is the business worth today, and how did you decide?	
What must this person achieve, and over how long, to earn their share?	
How could they ever sell it?	
Date you will book a local lawyer	

2. Partner example from the video (illustrative only)

Imogen had run a landscaping business in Lowell for three years. Thaddeus, a horticulturist, asked for half. They took four steps. These figures are examples, not promises.

Step	What they did (example)
1. Today's value	A simple outside valuation, based on recent profit, came to around $200,000 in this example.
2. What each person brought	Imogen: the existing business. Thaddeus: design skills, a small amount of cash for new equipment, and his time.
3. Trial before any shares	A 90-day trial with clear outcomes (win a set number of design projects, run them on budget, take over the planting crew). P
4. Vesting, in writing	After the trial went well, a share that vested over four years, tied to time and milestones. Path to 30%, not 50%. Written into

3. Staff example from the video (illustrative only)

Rosalind owns a physiotherapy practice in Shreveport with eight staff. She made a plan before she made any promise. These figures are examples, not promises.

Step	What she did (example)
Map the team	The team she expected to need in three years: a clinic manager, two more senior physios, perhaps a second location le
A staff pool	10% of the shares, reserved for staff, not handed out at once.
Vesting with a cliff	Shares vested over four years, with nothing vesting before the first full year. Leave in month eight, and you leave with n
Tied to role	Grants tied to role and performance, not just friendship or length of service. Each senior physio got a written note.
Review before each grant	She reviewed the full list of owners with her accountant before every new grant.
A pay-out route	Each year, an independent valuer set a price. Cash reserve first. A set part of profit could buy back shares from staff wh

4. Your plan

Topic	Your notes
Today's value and how you decided	
What each person brings	
Trial length and clear outcomes (if a partner)	

Vesting period, cliff, and milestones	
Staff pool (if any) and how grants are tied to roles	
How a shareholder could one day be paid out	
Local lawyer and accountant to review this before anyone is told	

Common mistakes from the video: splitting equally on day one with no vesting; agreeing on a handshake and nothing written; skipping the trial because it feels awkward to ask.

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