The Business Operations Checkup

A 10-minute self-assessment for a more organized business

STREAMLINE • ORGANIZE • SCALE

Rate each statement from 1 (not in place) to 3 (consistently in place). Choose the answer that reflects how your business works today—not how you hope it works.

BUSINESS OPERATIONS STATEMENT	SCORE (1–3)
1. Our most important recurring processes are documented.	_____
2. Team members know who owns each key responsibility.	_____
3. New clients receive a consistent onboarding experience.	_____
4. Tasks and deadlines are tracked in one reliable place.	_____
5. Business files and records are easy to locate.	_____
6. We have a clear process for handling customer requests.	_____
7. We regularly identify and resolve workflow bottlenecks.	_____
8. We can delegate routine tasks without repeated explanations.	_____
9. We review business priorities and progress consistently.	_____
10. Our current systems can support additional business growth.	_____

Your results

Total score: _____ / 30 • 10–17: Foundation needed • 18–24: Opportunities to refine • 25–30: Strong starting structure

Your next edit

What is one recurring frustration you want to eliminate?

_____

Which process would benefit most from clearer ownership or documentation?

_____

What is one practical improvement you could make this month?

_____

A score is a starting point, not a diagnosis. Want help turning your findings into a prioritized action plan? Explore an Operations Assessment at theoperationsedit.co.