

# BUSINESS SYSTEM AUDIT

*time & automation checklist*

## PART 1:

### Full Task Extraction

- Dump every recurring task you do weekly
- Dump every recurring task you do monthly
- Identify which tasks directly produce revenue
- Identify which tasks maintain revenue
- Identify which tasks create visibility
- Identify which tasks are reactive

## PART 2:

### Pareto Analysis (20% Rule)

- List top 10 revenue drivers
- Circle top 2-3 that create 80% of income
- Highlight which of those still depend on you
- Mark each task:
- Delegate
- Automate
- Delete
- Keep Manual

## PART 3:

### COE Diagnosis

*(Chief of Everything)*

*Check where you are still over-involved:*

- Content creation
- Repurposing
- Email writing
- Scheduling
- Client onboarding
- Follow-ups
- Reporting
- Sales
- conversations
- Pricing decisions
- Research
- Systems documentation

*Identify your top 3 bottlenecks.*

## PART 4:

### AI Readiness Check

- Do you have repeatable tasks?
- Do you have monetary products?
- Do you have clear offers?
- Do you have defined target audience?
- Do you have measurable revenue drivers?
- Do you have digital assets (site, email, CRM)?

*If 70%+ yes → ready to build.  
If not → clarify before building.*