# **BUSINESS EFFICIENCY** SCORECARD

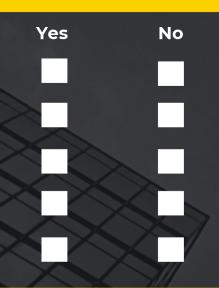
### ARE YOU RUNNING YOUR BUSINESS EFFICIENTLY?

As a business owner, you juggle countless tasks every day—but are you focusing on what truly drives growth? Many entrepreneurs get stuck in inefficiencies that slow them down. This Business Efficiency Scorecard helps you identify bottlenecks, uncover hidden gaps, and determine whether it's time to delegate or optimize your operations.

Use this checklist to assess key areas like productivity, growth, finances, and branding—then take action to streamline and scale your business with confidence!

TAKE THIS SELF-ASSESSMENT TO SEE IF INEFFICIENCIES ARE HOLDING YOU BACK AND WHETHER IT'S TIME TO BRING IN EXPERT SUPPORT.

#### FOR EACH STATEMENT BELOW, CHECK YES OR NO BASED ON YOUR CURRENT SITUATION.



#### **BUSINESS OPERATIONS & PRODUCTIVITY**

My business has documented workflows and SOPs for key processes.

I don't get stuck handling repetitive admin tasks (emails, invoicing, scheduling).

My projects and tasks are organized, with clear deadlines and accountability.

I can step away from my business for a few days without operations stalling.

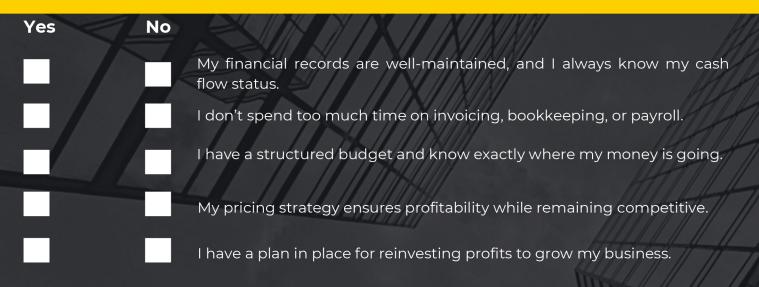
I am using the right tools (CRMs, task managers, automations) to stay efficient.

#### **GROWTH & SCALING READINESS**

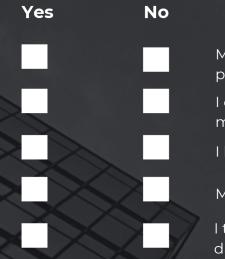
Yes	Νο	
		I have a clear, documented plan for business growth over the next 6–12 months.
		l am not constantly playing catch-up and reacting to urgent tasks.
		My workload is manageable, and I don't feel overwhelmed every week.
		I have a system in place for onboarding new clients or team members.
	hered	I can identify areas in my business that need improvement and take action.

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#### **FINANCIAL & RESOURCE MANAGEMENT**



#### **BRANDING & MARKETING STRATEGY**



My website, social media, and branding are aligned and professionally presented.

I consistently generate leads through content, networking, or paid marketing.

I have an automated or structured follow-up system for nurturing leads.

My marketing doesn't feel scattered—I have a clear, intentional strategy.

I track the performance of my marketing efforts and adjust based on data.

#### **YOUR SCORE AND NEXT STEPS**

#### 16-20 Yes Answers

Your business is running efficiently! Small refinements can take you even further.

#### 10–15 Yes Answers

You're managing, but some inefficiencies are slowing you down. Time to optimize!

#### 0–9 Yes Answers

You're doing too much on your own. It's time to delegate and streamline to grow effectively.

#### Need expert help in optimizing your business? Let's chat!