

# Is It Time to *Optimize* Your Business Processes?

Use this quick checklist to see if your organization could benefit from process improvements.



## General Operations

- We rely heavily on manual processes (spreadsheets, paper forms, etc.)
- Tasks or projects often fall through the cracks and deadlines are missed
- We don't have clear workflows or documented procedures
- Employees spend time on repetitive, low-value tasks
- We lack visibility into team or project performance

## Technology & Tools

- We use multiple systems that don't integrate well
- We're unsure if we're using our current software to its fullest potential
- Team members complain about inefficiencies of current tools
- We're duplicating data entry across platforms
- We haven't reviewed or updated our tech stack in the past 12-18 months

## Communication & Collaboration

- We often miscommunicate internally or with clients
- It's hard to track who's responsible for what
- We don't have centralized access to documents and information
- Status updates require chasing people down

## Strategy & Growth

- We've grown, but our processes haven't scaled with us
- We're losing time or money due to inefficiencies
- We're not sure where bottlenecks are happening
- We want to grow but feel overwhelmed by current operations



If you checked **any boxes**, your business could benefit from process improvements – but if you checked **5 or more**, it's definitely time to explore how process optimization can save you time, reduce errors, and help you scale.



Take a FREE Assessment



Schedule FREE a Consultation



sales@shedoesllc.com



shedoesllc.com