



Run Your Business From Anywhere

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The Business Eviction Audit

WHO'S PAYING RENT?

List the things taking up space in your business.
Not just money—also consider time, attention and energy.



Money
What it costs you



Time
Hours spent or saved



Attention
Mental focus



Energy
Physical or mental effort

WHAT'S TAKING UP SPACE?	WHAT DOES IT COST ME? (Money • Time • Attention • Energy)	WHAT VALUE DOES IT PROVIDE? Why it's here	DECISION Keep / Review / Evict
1.			☐ Keep ☐ Review ☐ Evict
2.			☐ Keep ☐ Review ☐ Evict
3.			☐ Keep ☐ Review ☐ Evict
4.			☐ Keep ☐ Review ☐ Evict
5.			☐ Keep ☐ Review ☐ Evict
6.			☐ Keep ☐ Review ☐ Evict
7.			☐ Keep ☐ Review ☐ Evict
8.			☐ Keep ☐ Review ☐ Evict
9.			☐ Keep ☐ Review ☐ Evict
10.			☐ Keep ☐ Review ☐ Evict
11.			☐ Keep ☐ Review ☐ Evict
12.			☐ Keep ☐ Review ☐ Evict



Start with subscriptions, software and services—then look at tasks, processes, products, marketing channels and more.





The Business Eviction Test



For anything marked **REVIEW**, run it through the test below.
You may be surprised by what you discover.

ITEM I'M REVIEWING: _____		
	Do I still use it?	☐ Yes ☐ No
	Does it save me time?	☐ Yes ☐ No
	Does it help my customers?	☐ Yes ☐ No
	Does it protect or support my business?	☐ Yes ☐ No
	Does it generate revenue or create worthwhile opportunities?	☐ Yes ☐ No
	Would eliminating it create another cost or problem?	☐ Yes ☐ No



If I weren't already paying for this, doing this, or offering this—would I choose it today?



Absolutely

It earns its place.



Maybe,

but it needs review.



Nope.

Time for an eviction notice.

MY DECISION



KEEP

It's earning its place.



RENEGOTIATE

Downgrade, simplify, automate or find a better option.



EVICT

Cancel it, stop doing it or retire it.

NOTES / PLAN FOR ACTION: _____





Subscription & Renewal Tracker



FIND RECURRING EXPENSES BEFORE THEY QUIETLY RENEW!

SERVICE / SUBSCRIPTION	PURPOSE Why I have it	COST Monthly / Annual	RENEWAL DATE	AUTO-RENEW? Y / N	LAST REVIEWED	KEEP? Y / N

ANNUAL COST OF EVERYTHING ON THIS PAGE:

\$ _____



QUICK TIPS

- ✓ Review this list at least twice a year.
- ✓ Turn off auto-renew unless you truly need it.
- ✓ Downgrade before you cancel—there may be a lower-cost option.
- ✓ Group similar tools to eliminate overlap.
- ✓ Remember: The goal isn't to spend less. The goal is to spend with purpose.

Reminder:
Don't just manage
your business—
design it.
Keep what moves
you forward.
Let the rest go. ♥



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Work smarter. Keep it simple. ♥